

Internship Closure Letter

Date: [Insert Date]

To,

[Supervisor's Name]

[Company Name]

[Company Address]

[City, State, Zip]

Dear [Supervisor's Name],

I hope this message finds you well. As I conclude my internship at [Company Name], I wanted to take a moment to express my heartfelt gratitude for the invaluable experience I gained during my time here.

This internship has not only enhanced my skills in [specific skills or areas], but it has also provided me with the opportunity to learn from an exceptional team. I appreciate the guidance and support you and the team extended to me throughout this journey.

As I move forward, I will carry the lessons learned and the connections made into my future endeavors. Thank you once again for this wonderful opportunity.

Sincerely,

[Your Name]

[Your Contact Information]

[Your LinkedIn Profile (if applicable)]