

# Exit Letter for Completed Internship

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally inform you that I have completed my internship at [Company Name] as of [Last Working Day, Date]. I am grateful for the opportunity to be a part of the team and to learn from such talented professionals.

During my time here, I have gained valuable skills and insights that I will carry with me in my future endeavors. I would like to express my sincere gratitude for your support and guidance throughout my internship.

Please let me know if there are any further steps I need to take as I transition out of my internship role.

Thank you once again for this incredible opportunity.

Sincerely,

[Your Name]