

Letter of Gratitude

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my heartfelt gratitude for the opportunity to intern at [Company Name]. My time here has been immensely enriching, and I am extremely thankful for the guidance and support you provided throughout my internship.

The experiences I gained while working on [specific projects or tasks] have been invaluable and have significantly contributed to my personal and professional growth. I particularly appreciate your mentorship and the way you encouraged me to take on challenges that expanded my skill set.

I am excited to take everything I've learned here into my future career, and I hope to carry the values of [Company Name] with me as I move forward.

Thank you once again for this wonderful opportunity. I look forward to staying in touch.

Sincerely,

[Your Name]