

Letter of Recognition for Internship Assistance

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I am writing to formally recognize and express my gratitude for the invaluable assistance you provided during my internship at [Company/Organization Name]. Your guidance and support were instrumental in helping me achieve a deeper understanding of [specific skills/areas].

Your willingness to share your knowledge and expertise greatly enhanced my learning experience, and I truly appreciate the time you invested in mentoring me throughout my internship. The skills I gained under your supervision have prepared me well for my future career.

Thank you once again for your support and encouragement. I look forward to staying in touch and hope our paths cross again in the future.

Sincerely,

[Your Name]

[Your Contact Information]