

Letter of Gratitude

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 hope this message finds you well. I am writing to express my heartfelt gratitude for the opportunity to intern under your leadership at [Company Name]. My experience has been incredibly enriching, and it is largely due to your guidance and support.

Your mentorship has not only equipped me with valuable skills in [specific skills or projects], but also inspired me to pursue my professional goals with confidence. The insights you provided during our weekly meetings greatly contributed to my growth and understanding of the industry.

Thank you once again for your invaluable leadership and encouragement. I look forward to carrying these lessons with me as I continue my career journey.

Warmest regards,

[Your Name]