

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally confirm the completion of my internship training at [Company's Name], which took place from [Start Date] to [End Date].

During my time at [Company's Name], I had the opportunity to work closely with [mention departments or teams], where I gained valuable insights and hands-on experience in [mention specific skills or projects].

I would like to extend my sincere gratitude to the entire team for their support and guidance throughout my internship. This experience has not only enhanced my knowledge but also strengthened my passion for [relevant field or industry].

Thank you once again for the incredible opportunity. I look forward to staying in touch and hope to collaborate in the future.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]