

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

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

Dear [Manager's Name],

Subject: Work Experience Report

I hope this letter finds you well. I am writing to submit my work experience report for the duration of my internship at [Company Name], which took place from [Start Date] to [End Date].

During my time here, I had the opportunity to work on various projects including [Briefly mention projects or tasks]. My main responsibilities included [List key responsibilities], which allowed me to enhance my skills in [Mention relevant skills].

Overall, this experience has been invaluable in terms of [Discuss personal or professional growth, achievements, etc.]. I would like to express my gratitude for the support and guidance provided by you and the entire team.

Please let me know if you require any further details or if I need to make any adjustments to the submitted report.

Thank you for the opportunity to learn and grow at [Company Name].

Sincerely,

[Your Name]