Address of the Sender

Email Address of the Sender

Date

Name of Recipient

Address of the Recipient

Subject: Thank You Letter for Externship

I am writing this letter to thank you for giving me an opportunity for an externship at the \_\_\_\_\_ (Name of Place). I am glad to be associated with you for the 4- week externship. These 4 weeks have been a great learning experience for me. I have gained immense practical knowledge and experience. I am grateful for the immense support that I received during this period. I am sure this experience would help me in my career by laying a foundation for the same.

Once again, I would like to thank you for the opportunity and express my gratitude towards everyone else who has assisted me during the past month.

Sincerely,

(Signature)