To a team member

Dear [Name],

My internship will end in two days and I wanted to express my heartfelt thanks before I leave. You have been an excellent guide, a good friend, and an amazing advisor to me in the last couple of months. I have learned so much about production operations from you. I was hesitant on the first day of my job but your welcoming gesture made me feel extremely comfortable. I will miss your jokes and your amazing stories.

I hope you all the best and thank you once again for your invaluable support. While I won’t be attending the office anymore from Monday, I’d love to stay connected. My personal email is [email address]. Let’s stay in touch and meet up sometimes.

Wishing you best of luck!

[Your Name]

Phone number

Email