**Template #5**

Dear (Name),

Let me start by thanking you for your valuable guidance during my internship at [name of the company]. I admire your patience and the effort you took to make me comfortable and help me understand what goes into the [job name] process.

It was truly an incredible experience. It helped me understand that (job name) and a career related to it is what I want to pursue. I enjoyed spending time with you and the team in the workplace and our Saturday outings that strengthened the bond between the team members.

I appreciate how you trusted me with the job and allowed me to participate in the [name] project. It was an excellent learning opportunity for me and helped me develop my professional skills.

Warm regards,

[Your name]