

THANK YOU LETTER FOR INTERNSHIP OFFER

To

Mr./Mrs./Ms.

(First and Last name)

(Company name)

(Company address)

Date: dd/mm/yy

Dear Sir/Madam,

I would like to take opportunity to thank you for thinking me capable enough for interning with your company (company name). I have been exposed to the world of marketing and sales by working under the capable leadership of your team.

This internship has helped me realize my career path lies in marketing and sales. And I look forward to exploring more opportunities in future too. I appreciate the guidance, support and mentorship I have received in these past few months. And would like to thank each person responsible for helping me out in every way possible.

Thanking you.

Yours faithfully,

(your name)

(your contact number)

(your email id)