

Dear Sir/Madam,

Thank you for having me in your esteemed organization (Company name) for the past three months as an intern in (name of department).

I appreciate the opportunity given to me to understand the intricacies of the professional world. During my internship, I was able to gauge how board meetings are conducted, how presentations are made, what is the importance of time, and most importantly, the importance of money.

I feel grateful to have been associated with such a great team for my internship. And I cannot thank you enough for this opportunity. This internship has helped me realize my career goal and I shall strive forward for more opportunities like this in the future.

Thanking you.

Yours sincerely,

(your name)

(your contact number)

(your email id)