

Internship-to-Full-Time Conversion Letter

Dear [Supervisor's Name],

Subject: Full-Time Position Application Following Internship Completion

I hope this letter finds you well. As my internship at [Company Name] comes to an end, I wanted to express my sincere interest in continuing my journey with the company in a full-time capacity.

Over the past [duration] months, I have had the privilege of working with the [department/team] team under your guidance. This experience has not only allowed me to apply my academic knowledge but has also provided invaluable insights into [company's industry/operations].

During my internship, I successfully [list key accomplishments]. These experiences have solidified my desire to build my career at [Company Name]. I have witnessed firsthand the company's commitment to [company values/mission] and believe I can contribute meaningfully to these objectives.

Having already integrated with the team and familiarized myself with company processes, I am confident I can transition seamlessly into a full-time role. My performance evaluations and feedback from team members reflect my dedication and potential for growth within the organization.

I would welcome the opportunity to discuss permanent employment opportunities that align with my skills and the company's needs.

Thank you for the invaluable learning experience and for considering my request.

Warm regards,

[Your Name]

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