

Preliminary / Provisional Thank You Letter

Dear [Supervisor's Name],

As my internship at [Company Name] draws to a close, I wanted to send a note of thanks. The projects I was assigned allowed me to explore new skills and gain valuable industry insights.

I am grateful for your feedback and mentorship throughout this period, which has helped me prepare for my future career. Thank you for this incredible opportunity.

Sincerely,

[Your Name]

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