

Formal thank you letter to HR after internship

Subject: Thank You for the Internship Opportunity

Dear [HR Manager's Name],

I would like to extend my heartfelt thanks for the opportunity to complete my internship with [Company Name]. The experience has been highly rewarding and has given me practical knowledge that I will carry forward in my career.

Your guidance and support throughout the internship period were invaluable. From orientation to the final days, I always felt welcomed and encouraged to learn.

Thank you for making this internship a memorable and enriching experience. I am grateful for your mentorship and for the chance to be part of [Company Name].

Sincerely,

[Your Full Name]

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