

INTERNSHIP THANK YOU LETTER EXAMPLE

Source: Tigard-Tualatin School District

In the business world it is important to thank a person who has allowed you to participate in a internship experience. A thank you note does not have to be lengthy; try to personalize it. Your letter/note could be handwritten and should be mailed within five days after your internship.

DATE

Dear (Name of person with whom you completed your internship).

Thank you again for taking time to allow me to complete an internship with you. I found it interesting to learn more about your (job, career, industry, company, department).

(Make this a personalized paragraph about your experience. Several things that you learned or impressed you about the experience.)

Again, thank you for helping me during my internship.

Sincerely

Your name
Your school name

IN THE THANK YOU LETTER, BE NEAT and PAY ATTENTION TO SPELLING, NEATNESS, AND GRAMMAR