

Thank You Letter after Internship

Use this letter after you have completed an internship and would like to thank the company or organization that provided the internship opportunity. Customize this letter according to your specific needs.

[Your letterhead, if desired; if not, your return address]

[Date of letter-month, day, and year]

[Recipient's first and last names]

[Company name]

[Street or P.O. Box address]

[City, State ZIP code]

As salaamualaikum wa rahmatullahi wa barakatuh (May the peace, mercy, and blessings of Allah be with you).

Dear [recipient's name]:

This summer's internship with your company has been a truly incredible experience, and I thank you for this excellent opportunity. The internship has allowed me to learn, expand my skills, and revise my future career goals. No doubt, the experience you have provided will serve as a key factor in grooming of my personality and will have a tremendous impact on my career success.

Thank you again for this excellent opportunity. I look forward to staying in touch with you and your staff members.

JazakAllahu Khairan [for males], JazakiAllahu Khairan [for females].

Kind Regards and Thanks,

[Signature]

[Sender's first and last names]