

## After Internship Thank You Letter Sample



MM/DD/YY

[Name]

[Title]

[Organization]

[Address]

[City, State, Zip Code]

Dear [Name],

Iâ€™d like to take a moment to thank you for hosting my internship over the last 6 months. It has been an invaluable experience for me and I hope I was able to provide some value to you as well.

Working with you has taught me more about business administration than my two full years at NYU. Your breadth of knowledge, as well as the varied tasks that your firm manages provided an environment that was both exciting and challenging.

As I move forward in my professional endeavors, I will take with me all that I learned under your guidance. I can only hope that I find full time employment with a firm that is as competent and experienced as [Company Name].

If there is ever anything I could do for you or the rest of the team, please let me know. I will miss the relationships Iâ€™ve formed over the last few months, and I would be more than thrilled to find myself in your company once again.

With my most sincere thanks,

[Your Name]