Dear [Intern’s name],

I would like to take this opportunity to express my appreciation and sincere thanks for the time and energy you have spent during the internship at [Company/Organisation name].

Specifically, I want to recognize your hard work and contribution in [Name of project or task/responsibilities]. Your contributions have not gone unnoticed, and I want to acknowledge your efforts.

I encourage you to keep up the excellent work, and we will do our best to continue to support your growth and development in your job search journey.

Once again, thank you for all that you have done. You are a valued member of our team, and we appreciate your hard work and dedication. Best of luck on your career journey onwards!

Best regards,

[Your Name]