

Sample Thank You Letter To Supervisor (and Director or Vice President)

Dear (Mr. or Ms. _____)

I wanted to thank you for the opportunity to work with you this summer as (name the function you performed). During my internship, I had the opportunity to work (indicate the function you performed or work you did).

During the internship assignment I was able to accomplish the following: (provide a brief list of projects completed, work accomplished; 3-5 items are a good number; select the most significant; do not list responsibilities—list only accomplishments).

The work I performed during the internship allowed me to apply my university learning in a real-world environment and build skills in (name some functional skills developed such as project management, analysis, problem solving, etc.). This experience and the skills I was able to develop while working for (company name) will help me as I grow and develop in (field or function). Thank you for this opportunity and for your support (if appropriate) while working for (company or organization name).

Sincerely,

(Your Full Name)