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| --- | --- |
| **[Sender Name]** | [Email] |
| [Sender Title] | [Address] |
|  | [Phone] |

TO **[Receiver Name]** **[Receiver Title]**

Hi Team,

As you may or may not know, today marks the start of my last week in the office for my internship. I’ve enjoyed working with you all this summer and have learned a great deal. In just a week, I will be heading back to school and beginning my senior thesis. After college, I plan to find work in this same field so some of you can expect to hear from me again!

If you have any projects that I can complete before my last day, Friday, please let me know! I’d be happy to be of use as much as possible this week.

Let’s keep in touch. My email is **[Email Address]** and my cell is **[Phone Number]**. Again, thanks for the opportunity.

Sincerely,

**[Signature]**

**[Name]**

Awesome Intern