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

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

Dear Mr. Lau,

Thank you for allowing me to interview with you this past January, and then selecting me as your intern. I know several people were vying for the position, and I was pleased that I was selected. Although I have only been with Against All Odds Public Relations for six months, my time with the company has been fruitful and exciting.

I can certainly understand why your many high-profile clients are so interested in retaining your services. You deliver results, and you do it in a professional and friendly manner. The intern role provided me with a lot of great experiences because I got to see first-hand how industry experts handle clients and deliver results. I truly have enjoyed my time with your agency.

As I mentioned during the interview process. I have also been seeking full-time employment. One of the companies that I previously met with contacted me because of a job opening. This opportunity turns out to be ideal for me, and I have decided to accept that position. I just heard from this firm and wanted to let you know about my plans to leave Against All Odds in two weeks. During that time, I am happy to meet you (or anyone else) to review the work I was engaged in. I will complete all tasks assigned to me and you can contact me via email if you have any questions after I leave.

I want to reiterate my appreciation for spending the past few months educating me and training me about the public relations industry. This experiential learning has proved to be invaluable, and I will always be grateful for your generosity of time.

I also want to wish you the very best of luck in all your endeavors and look forward to reading about your clients in the various news outlets and on social media platforms. I hope that we can stay in touch, and to that end have included my contact information at the top of this letter.

Sincerely,