

Please take a quick moment to thank your mentor for their part in making your internship a successful one. Feel free to use the template provided below, or to write your own. A hand-written notecard or professional email is acceptable.

To: Mentor (and Co-Mentor)

Cc: 20xx-HIP@hpc.mil

Dear (Insert Mentor's Name Here),

Thank you for taking the time and making the commitment to be my mentor. Your advice, guidance, and encouragement have been instrumental in my personal and professional growth.

*(Insert your own personal message here or delete this part).*

Thank you again,

*(Insert your name here and contact information during the school year)*