

*Hi Team,*

*As you may or may not know, today marks the start of my last week in the office. 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 awesomeintern@gmail.com and my cell is 123.456.7890. Again, thanks for the opportunity.*

*Sincerely,*

*Awesome Intern*