

Commendation Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Company/Organization Name]

[Company/Organization Address]

[City, State, Zip Code]

To Whom It May Concern,

I am pleased to write this letter of commendation for [Student's Name], who completed an internship at [Company/Organization Name] from [Start Date] to [End Date]. During this period, [he/she/they] demonstrated exceptional professionalism and a strong dedication to [his/her/their] work.

[Student's Name] excelled in a fast-paced environment and showed remarkable skills in customer service, teamwork, and problem-solving. [He/She/They] contributed significantly to our projects, particularly in [specific task or project], where [he/she/they] took the initiative and delivered outstanding results.

We are grateful for [his/her/their] contributions and highly recommend [him/her/them] for any future opportunities in the hospitality field. [Student's Name] has a bright future ahead and is sure to be a valuable asset to any organization.

Thank you for considering this commendation.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]