

Letter of Recognition

[Your Name]

[Your Position]

[Your Organization]

[Date]

[Intern's Name]

[Intern's Address]

[City, State, Zip Code]

Dear [Intern's Name],

We are pleased to officially recognize your exceptional efforts and contributions during your internship at [Organization Name] in the hospitality department from [start date] to [end date]. Throughout your time with us, you have displayed a high level of professionalism, commitment, and enthusiasm.

Your ability to [mention specific contributions or skills, e.g., manage guest relations, assist in event planning] has greatly enhanced our team's performance and provided valuable support to our guests and staff. Your positive attitude and willingness to learn have not gone unnoticed.

We are confident that the skills and experiences you have gained during this internship will serve you well in your future endeavors in the hospitality industry.

Thank you once again for your hard work and dedication. We wish you all the best in your future pursuits.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]