

# Letter of Recognition

Date: [Insert Date]

To: [Intern's Name]

Address: [Intern's Address]

Dear [Intern's Name],

We are pleased to extend our heartfelt appreciation for the exceptional contributions you made during your internship with [Company Name]. Your positive impact has significantly enriched our team and initiatives.

Throughout your time with us, you demonstrated remarkable skills in [specific skills or projects], which not only met but exceeded our expectations. Your proactive approach and dedication were instrumental in [specific outcomes or improvements].

We are particularly impressed by your ability to [specific achievement or behavior], which highlighted your commitment and professionalism. Your efforts have left a lasting impression on our team and the overall project dynamics.

We sincerely believe that your experiences and talents will carry you to impressive heights in your future endeavors. We hope you continue to pursue your career with the same passion and dedication you showed during your time at [Company Name].

Thank you once again for your hard work and contributions. We wish you all the best in your future pursuits and hope to keep in touch!

Sincerely,

[Your Name]

[Your Position]

[Company Name]