

Professional Reference

To Whom It May Concern,

I am pleased to write this letter of recommendation for [Intern's Name], who interned with us at [Company Name] from [Start Date] to [End Date]. During this time, [Intern's Name] demonstrated exceptional skills in [specific skills or responsibilities], contributing significantly to our team.

Throughout the internship, [Intern's Name] showcased a strong work ethic, quick adaptability, and effective communication abilities. One of their notable contributions was [specific example or project], which positively impacted our team's efficiency and outcomes.

[Intern's Name]'s enthusiasm and dedication made them a pleasure to work with. I am confident that they will excel in their future endeavors, and I highly recommend them for any opportunities they pursue.

If you have any further questions regarding [Intern's Name]'s performance or abilities, please feel free to contact me at [Your Email] or [Your Phone Number].

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Company Address]