

# Letter of Recommendation

Date: [Insert Date]

To Whom It May Concern,

I am writing to highly recommend [Intern's Name] for the full-time position at [Company Name]. During their internship with us from [Start Date] to [End Date], [Intern's Name] consistently demonstrated exceptional skills and a strong work ethic.

[Intern's Name] was responsible for [briefly describe responsibilities], and they tackled each task with enthusiasm and professionalism. Their ability to [mention specific skills or contributions] was instrumental in [describe any project or outcome].

In addition to their technical skills, [Intern's Name]'s interpersonal skills are noteworthy. They effectively collaborated with team members, contributing positively to our work environment. Their willingness to seek feedback and improve upon their work is a testament to their commitment to personal and professional growth.

I have no doubt that [Intern's Name] will excel in a full-time role and become a valuable asset to your team. I wholeheartedly endorse their application for the position at [Company Name].

Feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]