

Letter of Recommendation

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to wholeheartedly recommend [Intern's Name] for a full-time position at [Company Name]. During [his/her/their] internship with us from [Start Date] to [End Date], [Intern's Name] demonstrated exceptional skills and a strong work ethic that contributed significantly to our team.

[Intern's Name] quickly adapted to our work environment and took on [specific tasks or projects], showcasing [his/her/their] ability to [specific skills/qualities]. [He/She/They] consistently delivered high-quality work, often exceeding our expectations.

Beyond [his/her/their] technical skills, [Intern's Name] proved to be a great team player, always willing to assist colleagues and share [his/her/their] insights. [He/She/They] possesses a positive attitude and a genuine passion for [industry/field].

I have no doubt that [Intern's Name] will excel as a full-time employee and will bring the same level of dedication and enthusiasm to [his/her/their] future role. I highly recommend [him/her/them] without reservation.

Please feel free to contact me at [Phone Number] or [Email Address] if you require any further information.

Sincerely,

[Your Name]

[Your Position]