

Validation of Internship

[Date]

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

To Whom It May Concern,

I am writing to confirm that [Intern's Name] has successfully completed an internship with us at [Company Name] from [Start Date] to [End Date]. During this period, [he/she/they] demonstrated exceptional skills and a strong work ethic.

[Intern's Name] was responsible for [briefly describe tasks and responsibilities], and consistently [mention any notable achievements or contributions]. Their ability to [mention relevant skills or attributes, e.g., work in a team, meet deadlines, etc.] was impressive and greatly valued by our team.

Based on [his/her/their] performance during the internship, I am confident that [Intern's Name] will excel in a full-time position and would be a valuable asset to any organization. I highly recommend [him/her/them] for the full-time job opportunity.

If you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Best regards,

[Your Name]

[Your Position]

[Company Name]