

Internship Completion Endorsement

Date: [Insert Date]

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

To Whom It May Concern,

This letter is to confirm that [Intern's Name] has successfully completed their internship at [Company Name] from [Start Date] to [End Date]. During this period, [he/she/they] worked in the [Department/Team Name] and contributed significantly to our projects.

[Intern's Name] demonstrated excellent skills in [mention specific skills or tasks performed], and [his/her/their] commitment to learning and growth was commendable. [He/She/They] showed remarkable enthusiasm and professionalism throughout the internship.

We are confident that [Intern's Name] will be a valuable asset to any organization in the future and highly recommend [him/her/them] for any opportunities [he/she/they] may pursue.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]