

Internship Completion Verification

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

To Whom It May Concern,

This letter is to confirm that [Intern's Name] has successfully completed an internship program at [Company/Organization Name] from [Start Date] to [End Date]. During this period, [he/she/they] worked in the [Department/Team Name] and was involved in various projects and tasks relevant to [his/her/their] field of study.

[Intern's Name] has demonstrated excellent skills in [mention specific skills or tasks], and [he/she/they] has made significant contributions to our team. We have been impressed with [his/her/their] professionalism and commitment throughout the internship.

We wish [Intern's Name] all the best in [his/her/their] future endeavors and recommend [him/her/them] for any subsequent opportunities.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]