

Internship Completion Verification

Date: [Insert Date]

To Whom It May Concern,

This letter is to confirm that [Intern's Full Name], holding the position of [Intern's Position] at [Company Name], has successfully completed their internship program with us from [Start Date] to [End Date].

During this period, [Intern's Full Name] was involved in various projects and responsibilities including but not limited to:

- [Responsibility/Project 1]
- [Responsibility/Project 2]
- [Responsibility/Project 3]

We appreciate [Intern's Name]'s contributions and dedication during their time with us, and we wish them all the best in their future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]