

# Commendation Letter

Date: [Insert Date]

To: [Intern's Name]

Address: [Intern's Address]

Dear [Intern's Name],

We are pleased to inform you that you have successfully completed your internship program with [Company/Organization Name]. Throughout your time with us, your dedication and commitment have not gone unnoticed.

Your contribution to [specific projects or tasks] has significantly enhanced our team's efforts and showcased your skills as a proactive and diligent individual. We appreciate the enthusiasm and professionalism you brought to your role.

On behalf of [Company/Organization Name], I would like to extend our heartfelt gratitude for your hard work and determination. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]