

Commendation Letter

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally commend you for your outstanding performance during your internship at [Company/Organization Name]. Your dedication, enthusiasm, and commitment to excellence have not gone unnoticed, and I am pleased to highlight some of your key accomplishments during your time with us.

You successfully [insert specific task or project], which not only showcased your skills but also contributed significantly to our team's goals. Your ability to [insert another quality or achievement] was particularly impressive and demonstrated your potential for future success in your career.

It has been a pleasure to see you grow and develop throughout your internship. I am confident that you will excel in your future endeavors, and I look forward to hearing about your continued successes.

Thank you once again for your hard work and commitment. Best wishes for your future!

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]