

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

To Whom It May Concern,

I am writing to formally confirm that **[Intern Name]** has successfully completed their internship with **[Company Name]**. The internship took place from **[Start Date]** to **[End Date]**, within the **[Department Name]** department.

During this period, [Intern Name] served as a **[Internship Job Title]**. Their primary responsibilities included:

- [Task or Responsibility 1]
- [Task or Responsibility 2]
- [Task or Responsibility 3]

[Intern Name] demonstrated strong professional skills and a dedicated work ethic. They consistently met deadlines and collaborated effectively with our team. Specifically, they showed great aptitude in [Specific Skill or Achievement].

We appreciate the contributions [Intern Name] made to our organization and wish them the very best in their future academic and professional endeavors.

Sincerely,

[Signature]

[Your Name]

[Your Job Title]

[Company Name]