

[Your Name]
[Your Job Title]
[Company Name]
[Date]

To Whom It May Concern,

I am writing to formally recommend [Intern's Full Name] for any future professional opportunities within the field of Human Resources. [Intern's Name] recently completed a [Number]-month internship as a Human Resources Intern at [Company Name], reporting directly to me.

During their time with us, [Intern's Name] demonstrated a strong understanding of HR principles and showed great initiative in managing various tasks. Their primary responsibilities included assisting with recruitment processes, updating employee records, coordinating onboarding schedules, and supporting our internal communication initiatives.

I was particularly impressed by their professionalism and ability to handle sensitive and confidential information with discretion. [Intern's Name] possesses excellent interpersonal skills and worked effectively with team members across different departments. They consistently met deadlines and maintained a high level of accuracy in their administrative work.

I am confident that [Intern's Name] will be a valuable asset to any organization. Their dedication to learning and their proactive approach to problem-solving make them an ideal candidate for an entry-level HR role.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Job Title]