

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

To Whom It May Concern,

I am writing to formally recommend [Intern Name] for any future professional opportunities within Human Resources or Employee Relations. [Intern Name] recently completed an internship with our Employee Relations team from [Start Date] to [End Date].

During their time here, [Intern Name] assisted with several key initiatives, including [List Task, e.g., employee grievance documentation, policy research, and internal communication audits]. They demonstrated a strong understanding of workplace ethics, confidentiality, and conflict resolution frameworks.

Specifically, [Intern Name] excelled at [Mention a specific skill, e.g., maintaining objective records or analyzing employee feedback data]. They possess the interpersonal skills necessary to handle sensitive situations with empathy and professionalism.

I am confident that [Intern Name] will be a valuable asset to any organization. Please feel free to contact me at [Phone Number] or [Email Address] if you require further information.

Sincerely,

[Signature]

[Your Printed Name]