

[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 or Corporate Training. [Intern's Name] recently completed a Training and Development Internship at [Company Name] from [Start Date] to [End Date].

During their time with us, [Intern's Name] demonstrated a strong understanding of the instructional design process and employee engagement. Their primary responsibilities included assisting in the creation of training materials, coordinating logistics for workshops, and analyzing post-training feedback data. They were particularly instrumental in [mention a specific project or achievement].

Beyond their technical skills, [Intern's Name] showed excellent communication abilities and a proactive approach to problem-solving. They worked effectively with various departments to identify skill gaps and helped streamline our onboarding documentation process.

I am confident that [Intern's Name] will be a valuable asset to any organization. Their dedication to professional growth and their ability to facilitate learning make them an ideal candidate for a Training and Development role.

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

Sincerely,

[Your Signature]
[Your Printed Name]