

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

To Whom It May Concern,

I am writing to formally recommend [Intern Name] for a professional position within your organization. During their time as a Compensation and Benefits Intern at [Company Name] from [Start Date] to [End Date], [Intern Name] demonstrated exceptional analytical skills and a strong commitment to HR excellence.

Throughout the internship, [Intern Name] was responsible for several key tasks, including:

- Assisting with salary benchmarking and market data analysis.
- Supporting the administration of employee health and wellness programs.
- Updating internal compensation databases and job descriptions.
- Auditing benefits enrollment records for accuracy and compliance.

[Intern Name] possesses a high level of integrity and handles sensitive employee data with the utmost confidentiality. Their ability to translate complex data into actionable insights was a significant asset to our HR team. They are a fast learner who consistently met deadlines and collaborated effectively with colleagues at all levels.

I am confident that [Intern Name] will be a valuable addition to any Human Resources or Total Rewards team. Please feel free to contact me at [Phone Number] or [Email Address] if you require any further information.

Sincerely,

[Signature]

[Your Printed Name]