

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

To Whom It May Concern,

I am writing to formally recommend [Intern Name] following the successful completion of their Human Resources Information Systems (HRIS) internship at [Company Name] from [Start Date] to [End Date].

During their time with us, [Intern Name] demonstrated a strong technical aptitude and a deep interest in HR data management. They were instrumental in assisting with [mention specific task, e.g., data auditing, system migration, or report generation]. Their proficiency in [mention specific software, e.g., Workday, SAP, or Excel] significantly improved our team's efficiency.

Key contributions included:

- Maintaining the accuracy and integrity of employee records within the HRIS database.
- Assisting in the implementation of [mention specific project or module].
- Troubleshooting user issues and providing technical support to the HR department.
- Generating analytical reports to support HR decision-making processes.

[Intern Name] is a detail-oriented professional who handles sensitive data with the utmost confidentiality. They possess the rare ability to bridge the gap between human resources functions and technical information technology solutions.

I highly recommend [Intern Name] for any future role within HRIS or HR Operations. They would be a valuable asset to any organization.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Email Address]
[Your Phone Number]