

[Your Name]  
[Your Title]  
[Organization Name]  
[Date]

To Whom It May Concern,

I am writing to highly recommend [Intern's Full Name] for any future professional opportunities within the field of Organizational Development. [Intern's Name] recently completed a [Number]-month internship with our OD team, serving as an Organizational Development Intern from [Start Date] to [End Date].

During their tenure, [Intern's Name] demonstrated a deep understanding of organizational behavior and change management principles. They were instrumental in supporting several key initiatives, including [mention specific project, e.g., an employee engagement survey, a leadership development workshop, or a culture assessment].

Key contributions included:

- Analyzing qualitative and quantitative data to identify organizational gaps.
- Assisting in the design and delivery of internal training programs.
- Facilitating departmental feedback sessions to improve workflow efficiency.
- Developing communication materials for company-wide transformation projects.

[Intern's Name] possesses excellent interpersonal skills and the ability to navigate complex professional environments with maturity. They are a collaborative team player who approaches challenges with a strategic and analytical mindset.

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

Sincerely,

[Your Signature]

[Your Printed Name]  
[Your Department]