

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

To Whom It May Concern,

I am writing to highly recommend [Intern's Full Name] for any future professional opportunities within Human Resources. [Intern's Name] recently completed a Human Resources Operations internship under my supervision from [Start Date] to [End Date].

During this internship, [Intern's Name] demonstrated exceptional attention to detail and a strong understanding of HR administrative processes. Their primary responsibilities included maintaining employee records, assisting with the onboarding of new hires, managing HR database entries, and supporting the internal payroll audit process. They handled sensitive employee information with the utmost confidentiality and professionalism.

What stood out most was [Intern's Name]'s ability to streamline workflows. For example, they [mention a specific achievement or project, e.g., improved the digital filing system]. They are a quick learner who can navigate complex HR software and interact effectively with employees at all levels of the organization.

I am confident that [Intern's Name] possesses the skills, work ethic, and integrity required to be a valuable asset to any HR team. Please feel free to contact me at [Your Email Address] or [Your Phone Number] if you require further information.

Sincerely,

[Your Signature]
[Your Printed Name]