

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

To Whom It May Concern,

I am writing to formally recommend [Intern's Full Name] for future professional opportunities following the successful completion of their Performance Management Internship at [Company Name] from [Start Date] to [End Date].

During their tenure, [Intern's Name] demonstrated a strong understanding of performance metrics and organizational development. They were responsible for assisting in the design of Key Performance Indicators (KPIs), analyzing employee productivity data, and supporting our quarterly review cycles. Their contributions significantly improved the efficiency of our data collection processes.

Key achievements during this internship included:

- Developing automated tracking spreadsheets for departmental goals.
- Assisting in the creation of feedback training materials for managers.
- Conducting research on industry benchmarks to refine our appraisal system.

[Intern's Name] possesses excellent analytical skills, attention to detail, and a high level of professionalism. They worked effectively with cross-functional teams and consistently met deadlines with high-quality deliverables. Their ability to translate complex data into actionable insights makes them a valuable asset to any Human Resources or Performance Management team.

I highly recommend [Intern's Name] and am confident that they will excel in their future endeavors. Please feel free to contact me if you require any further information.

Sincerely,

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