

[Date]

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]

**Subject: Recommendation for [Intern Name]**

To Whom It May Concern,

I am writing to formally recommend [Intern Name] for a professional position within your organization. [Intern Name] recently completed a [Number]-month Corporate Human Resources Internship at [Company Name], where I served as their direct supervisor.

During the internship, [Intern Name] demonstrated a strong understanding of core HR functions. They were actively involved in several key areas, including:

- Assisting with the end-to-end recruitment process and candidate screening.
- Facilitating employee onboarding and orientation programs.
- Maintaining confidential employee records and HRIS data entry.
- Supporting internal communications and employee engagement initiatives.
- Conducting research on labor law compliance and HR best practices.

[Intern Name] consistently displayed professionalism, attention to detail, and the ability to handle sensitive information with discretion. They worked effectively with our leadership team and showed a genuine commitment to fostering a positive corporate culture.

I am confident that [Intern Name] possesses the skills and work ethic necessary to be a valuable asset to any Human Resources team. Please feel free to contact me at [Phone Number] or [Email Address] if you require further information.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]