

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

To Whom It May Concern,

I am writing to formally recommend [Intern's Name] following the successful completion of their Strategic Human Resources Internship at [Company Name] from [Start Date] to [End Date].

During their tenure, [Intern's Name] demonstrated a deep understanding of how HR functions align with broader organizational goals. They were actively involved in high-level projects, including [Project Name/Type, e.g., talent acquisition strategy, workforce planning, or employee engagement analysis]. Their ability to analyze HR metrics and provide data-driven insights was instrumental in [mention a specific achievement or result].

Key strengths displayed by [Intern's Name] include:

- **Strategic Thinking:** The ability to look beyond administrative tasks to understand long-term organizational impact.
- **Analytical Skills:** Proficiency in interpreting complex data to support HR decision-making.
- **Professionalism:** Maintaining high ethical standards and confidentiality in all personnel matters.
- **Communication:** Effectively collaborating with cross-functional teams and senior leadership.

[Intern's Name] is a proactive and highly capable professional who possesses the strategic mindset necessary for a successful career in Human Resources. I have no doubt they will be a valuable asset to any organization they join.

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 Title]