

[Company Header/Logo]

[Date]

[Recipient Name/To Whom It May Concern],
[Recipient Address/Company Name]

Subject: Internship Completion Verification

This letter is to formally certify that **[Intern Name]** has successfully completed an internship program at **[Company Name]**.

The internship commenced on **[Start Date]** and concluded on **[End Date]**. During this period, **[Intern Name]** served as a **[Internship Job Title]** within the **[Department Name]** department.

Throughout the duration of the internship, **[Intern Name]** was involved in the following responsibilities and projects:

- [Responsibility/Project 1]
- [Responsibility/Project 2]
- [Responsibility/Project 3]

[Intern Name] has completed a total of **[Number]** hours and has demonstrated professional conduct and a strong commitment to learning the industry.

We appreciate the contributions made to our team and wish **[Intern Name]** the best in their future academic and professional endeavors.

Sincerely,

[Signature]
[Supervisor Name]
[Job Title]
[Company Name]
[Contact Information]