

[Company Letterhead or Logo]

[Date]

[Recipient Name or "To Whom It May Concern"]

[Recipient Address]

[City, State, Zip Code]

Subject: Verification of Internship Program Employment

Dear [Recipient Name],

This letter is to formally verify the internship details of [Intern Full Name] at [Company Name].

The intern was employed with us as a [Job Title/Internship Role] during the following period:

- **Start Date:** [Month Day, Year]
- **End Date:** [Month Day, Year]
- **Status:** [Full-time / Part-time]

During this internship, [Intern Name] gained experience in [Department/Field] and was responsible for [Brief mention of primary duty].

If you require any further information or have additional questions regarding this verification, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Your Name]

[Your Title]

[Company Name]