

[Company Header/Logo]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Internship Completion Letter

To Whom It May Concern,

This letter is to certify that **[Intern Name]** has successfully completed a Human Resources Internship at **[Company Name]**. The internship commenced on **[Start Date]** and concluded on **[End Date]**.

During this period, [Intern Name] completed a total of **[Number]** hours. Their responsibilities included, but were not limited to:

- Assisting with the recruitment and onboarding process.
- Maintaining employee records and HR databases.
- Supporting internal communications and employee engagement initiatives.
- Assisting with benefits administration and policy research.

[Intern Name] has demonstrated a high level of professionalism, reliability, and a strong understanding of human resources principles. They have fulfilled all the requirements of the internship program to our satisfaction.

We wish [Intern Name] the very best in their future academic and professional endeavors.

Sincerely,

[Signature]

[Name of Supervisor/HR Manager]

[Job Title]

[Company Name]