

[Company/Organization Letterhead]

[Date]

[Recipient Name/To Whom It May Concern],

**Subject: Graduate Internship Service Verification**

This letter is to formally certify that **[Intern's Full Name]** has successfully completed a graduate internship with **[Company Name]** in the **[Department Name]** department.

The internship period was from **[Start Date]** to **[End Date]**. During this time, the intern served in the capacity of **[Internship Job Title]** and completed a total of **[Number]** hours of service.

Key responsibilities and projects handled by the intern included:

- [Task or Responsibility 1]
- [Task or Responsibility 2]
- [Task or Responsibility 3]

Throughout the duration of the internship, **[Intern's Name]** demonstrated professional conduct and fulfilled the requirements of the graduate program. We confirm that their performance was **[Satisfactory/Excellent/etc.]**.

Should you require any further information or verification regarding this internship, please feel free to contact me at **[Phone Number]** or **[Email Address]**.

Sincerely,

[Signature]

[Supervisor Name]

[Job Title]

[Company Name]