

[Company Name]
[Company Address]
[City, State, Zip Code]
[Date]

TO WHOM IT MAY CONCERN

Subject: Internship Completion and Performance Letter

This is to certify that [**Intern's Full Name**] has successfully completed an internship at [Company Name] in the [**Department Name**] department. The internship period was from [**Start Date**] to [**End Date**].

During this period, [Intern's Name] held the position of [**Internship Title**]. Their primary responsibilities included:

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

Regarding performance, [Intern's Name] has demonstrated [excellent/good/satisfactory] professional skills. They have shown great initiative in [specific skill or achievement] and have consistently met project deadlines. Their ability to work within a team and their positive attitude contributed significantly to our office environment.

We found [Intern's Name] to be hardworking, inquisitive, and dedicated to learning. We are confident that they will be a valuable asset to any organization they join in the future.

We wish [him/her/them] the very best in their future career endeavors.

Sincerely,

[Signature]
[Name of Supervisor/HR Manager]
[Title/Designation]
[Contact Information]