Official Internship Introduction Letter for Corporate Placement

Subject: Introduction of Internship Candidate

Dear [HR Manager/Team Lead],

We are pleased to introduce [Student Name], a student of [Degree Program] at [University/College Name], who has been selected for an internship in your organization from [Start Date] to [End Date].

[Student Name] possesses strong academic knowledge in [relevant subjects] and has shown great enthusiasm for practical learning.

We trust that your team will provide guidance and mentorship to make this internship mutually beneficial. Please find attached the relevant academic documents and records for your reference.

Thank you for supporting the professional development of our students.

Sincerely,

[Coordinator Name]

[Title]

[University Name]

[Contact Information]

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