

Formal Internship Reference Letter

Subject: Internship Reference for [Intern Name]

Dear [Recipient Name],

This letter serves as a formal reference for [Intern Name], who undertook an internship at [Company/Organization Name] from [Start Date] to [End Date]. [Intern Name] performed assigned tasks with diligence and professionalism, showing a keen interest in learning and applying new skills.

They displayed strong analytical abilities, attention to detail, and teamwork skills. Based on their performance, I highly recommend [Intern Name] for any internship or professional opportunity in [Field/Industry].

Sincerely,

[Your Name]

[Title]

[Department]

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