

Employer Recommendation for Former Intern - Formal

Subject: Letter of Recommendation for [Intern Name]

To Whom It May Concern,

This letter serves as a strong recommendation for [Intern Name], who completed a [duration] internship with [Company Name] in the [Department Name] from [start date] to [end date].

During [his/her/their] tenure with our organization, [Intern Name] consistently exceeded expectations and demonstrated professional maturity beyond [his/her/their] experience level. [He/She/They] was assigned responsibilities including [specific tasks], all of which were completed with exceptional quality and attention to detail.

[Intern Name]'s technical competencies in [specific skills/software/tools] proved invaluable to our team. [He/She/They] successfully contributed to [specific project], which resulted in [measurable outcome]. [His/Her/Their] ability to quickly learn new systems and apply knowledge practically was impressive.

Equally important were [Intern Name]'s soft skills. [He/She/They] communicated effectively with team members across various levels of the organization, demonstrated initiative by proposing [specific improvement/idea], and maintained professionalism in all interactions. [His/Her/Their] positive attitude and eagerness to learn made [him/her/them] a pleasure to work with.

I wholeheartedly recommend [Intern Name] for any internship opportunity. [He/She/They] would be an excellent addition to any organization fortunate enough to have [him/her/them].

Respectfully,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

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