Professional Internship Reference Letter

Subject: Internship Reference for [Intern Name]

Dear [Recipient Name],

I am pleased to provide this reference for [Intern Name], who completed their internship at

[Company/Organization Name] from [Start Date] to [End Date]. During this period, [Intern Name]

demonstrated exceptional skills in [Area/Field] and consistently contributed to the success of our

team.

[Intern Name] is punctual, diligent, and eager to learn. Their ability to adapt quickly and handle

responsibilities independently made a significant positive impact. I am confident that [Intern Name]

will excel in any future endeavors and strongly recommend them for your internship or professional

program.

Sincerely,

[Your Name]

[Position]

[Company/Organization]

Get more templates here: https://www.lettersandtemplates.com/letters/internship-reference-letter