

Sample Recommendation Letter for Internship Application by Employer

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am pleased to write this letter in strong support of **[Candidate's Full Name]** for the **[Internship Position Title]** at **[Company/Organization Name]**. As [his/her/their] supervisor at **[Your Company Name]** for the past [duration], I have witnessed firsthand [his/her/their] commitment, professionalism, and impressive skill set.

During [his/her/their] tenure with us, **[Candidate's First Name]** has demonstrated outstanding ability in [mention relevant task or skill area]. [He/She/They] consistently shows initiative and attention to detail, ensuring that all assignments are completed efficiently and to a high standard. One notable achievement was [briefly describe a specific accomplishment, project, or contribution].

[Candidate's First Name] brings excellent communication and teamwork abilities to every project. [He/She/They] effectively collaborates with colleagues, displays strong problem-solving skills, and adapts quickly to new challenges. [He/She/They] is reliable, organized, and always eager to learn, making a positive impact in our work environment.

I am confident that **[Candidate's Full Name]** will be a valuable asset to your team and will excel in the internship role. I offer my highest recommendation without reservation.

Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]

[Your Contact Information]