

Reference Letter for Business Internship

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To Whom It May Concern,

I am writing to highly recommend **[Intern's Name]**, who completed a business internship at **[Company Name]** from **[Start Date]** to **[End Date]**. During this time, I had the pleasure of serving as their supervisor and observed firsthand their strong work ethic, quick learning ability, and dedication to excellence.

[Intern's Name] demonstrated remarkable professionalism and commitment throughout their internship. They actively participated in key business tasks such as market research, project management, data analysis, and client communications. Their ability to quickly grasp new concepts and apply feedback allowed them to contribute meaningfully to our projects.

In addition to their technical skills, [Intern's Name] was a valued team member known for their positive attitude, reliability, and exemplary organizational skills. They consistently met deadlines, managed multiple tasks efficiently, and showed strong problem-solving capabilities. Their enthusiasm for learning and willingness to take on new challenges greatly benefited our team.

I am confident that [Intern's Name] will prove to be an asset in any business environment. I wholeheartedly endorse their application for any future internship, academic program, or employment opportunity. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require further information.

Sincerely,

[Your Name]

[Your Position]

[Company Name]