

Sample Recommendation Letter for Internship

To Whom It May Concern,

I am pleased to recommend **[Candidate Name]** for the internship position at your organization. During their time as my student/colleague at **[School/Company Name]**, I was consistently impressed with their dedication, quick learning abilities, and strong work ethic.

[Candidate Name] demonstrated excellent communication skills, a keen attention to detail, and the ability to work both independently and as part of a team. One notable example was when they **[describe a relevant project, task, or achievement]**, showcasing their skill and commitment.

I am confident that [Candidate Name] will make a valuable contribution to your team and learn quickly in a new environment. I highly recommend them for the internship position and am sure they will exceed your expectations.

Please feel free to contact me at **[Your Email or Phone Number]** if you would like more information.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Organization/Institution]