

# Reference Letter for Internship Sample from Employer

Date: [Insert Date]

To Whom It May Concern,

I am pleased to write this reference letter on behalf of **[Intern's Full Name]**, who completed an internship at **[Company Name]** from **[Start Date]** to **[End Date]**. During this period, I had the privilege of supervising **[Intern's First Name]** in the capacity of **[Your Position]** and can confidently attest to their professionalism, dedication, and exemplary work ethic.

**[Intern's First Name]** quickly became an indispensable member of our team, demonstrating strong analytical skills, creativity, and a keen willingness to learn. They successfully handled tasks such as **[briefly describe relevant tasks or projects completed]**, consistently delivering work of high quality and often going beyond expectations.

One notable achievement was **[describe a specific accomplishment or project]**, which showcased their ability to **[mention skills or strengths highlighted]**. Their proactive approach, organizational skills, and ability to collaborate effectively with colleagues set them apart.

**[Intern's First Name]** maintained a positive and professional attitude throughout their internship, adapting quickly to new challenges and contributing valuable insights during team meetings. I am confident that the attributes demonstrated during their time with us will serve them well in any future endeavors.

I strongly recommend **[Intern's Full Name]** for any internship, employment, or academic opportunity. Should you require any further information, please feel free to contact me at **[Your Email Address]** or **[Your Phone Number]**.

Sincerely,

**[Your Name]**  
**[Your Position]**  
**[Company Name]**  
**[Contact Information]**