

[Your Organization's Letterhead]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

TO WHOM IT MAY CONCERN

This is to certify that

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

was associated with [Organization's Name] as a [Job Title/Intern Position] from [Start Date] to [End Date]. During this period, they demonstrated a high level of professionalism and dedication in their role.

[Briefly describe the responsibilities and tasks handled by the employee, including any specific skills or achievements.]

[Employee's Name] has shown excellent [mention any relevant skills or attributes such as teamwork, leadership, communication, etc.]. We believe that their time with us has prepared them well for future endeavors.

We wish them all the best in their future pursuits.

Sincerely,

[Your Name]

[Your Job Title]

[Organization's Name]

[Signature]