

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Internship Experience Certificate

Dear [Recipient's Name],

This is to certify that [Intern's Name] has successfully completed an internship with [Company Name] from [Start Date] to [End Date] in the [Department/Field] as part of our Human Resources (HR) team.

During this period, [he/she/they] demonstrated excellent skills in [mention specific tasks/skills, e.g., recruitment, employee onboarding, training, etc.]. [Intern's Name] showed a keen ability to [mention any special contributions or accomplishments].

We appreciate the contributions made by [Intern's Name] during this time and wish [him/her/them] the best for future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

[Company Website]