

[Your Name]
[Your Title]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Company/Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am pleased to recommend [Intern's Name] for the HR internship position at [Company/Organization Name]. I have had the pleasure of working with [Intern's Name] at [Your Company/Organization] as [his/her/their] [Your Relationship, e.g., supervisor, mentor], during [his/her/their] time here from [Start Date] to [End Date].

Throughout the internship, [Intern's Name] demonstrated exceptional skills in [specific skills related to HR, e.g., recruitment, employee relations, data analysis, etc.]. [He/She/They] consistently exhibited a strong work ethic, professionalism, and a keen ability to pick up new concepts quickly.

One notable project that [Intern's Name] successfully managed was [describe a specific project or responsibility], which resulted in [describe the outcome or impact]. [His/Her/Their] attention to detail and proactive approach allowed our team to [describe a specific achievement]. [Intern's Name] also possesses great interpersonal skills, which are essential for a career in Human Resources. [He/She/They] effectively communicated with employees at all levels, fostering a positive workplace environment and showing a sincere interest in the wellbeing of others. I firmly believe that [Intern's Name] would be an excellent addition to your HR team. [His/Her/Their] passion for human resources, combined with practical experience, makes [him/her/them] a valuable candidate for this internship.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require further information or specific examples of [Intern's Name]'s work.

Sincerely,

[Your Name]
[Your Title]
[Your Company/Organization]