

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

Dear [Recipient Name],

I am writing to formally certify that [Employee Name] has completed their work experience at [Your Company] from [Start Date] to [End Date]. During this period, [he/she/they] worked in the [Department/Position] and demonstrated the following skills and contributions:

- [Skill/Contribution 1]
- [Skill/Contribution 2]
- [Skill/Contribution 3]

We commend [Employee Name] for [his/her/their] dedication and professionalism during the internship and wish [him/her/them] the best in future endeavors.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company]