

[Your Organization's Logo]
[Your Organization's Name]
[Your Organization's Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]
[Website URL]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

This is to certify that [Intern's Name], [Intern's Address or other identifier, if necessary], has successfully completed a work experience program at [Your Organization's Name] from [Start Date] to [End Date]. During this period, [Intern's Name] worked in the [Department/Position] and was involved in various tasks including [list key responsibilities or projects]. This experience has provided them with [skills, knowledge, or insights gained].

We appreciate [Intern's Name]'s contributions to our team and wish them all the best in their future endeavors.

Thank you.

Sincerely,

[Your Name]
[Your Position]
[Your Organization's Name]