

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

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

Dear [Recipient's Name],

I am pleased to confirm that [Student's Name], a [Grade/Level] student from [School/Institution Name], completed their work immersion experience with us from [Start Date] to [End Date].

During this period, [Student's Name] was assigned to [Department/Team], where they demonstrated commitment and eagerness to learn. Their responsibilities included [List of Responsibilities/Tasks], and they contributed positively to our team dynamic.

[Optional: Add a specific example of a project or task the student excelled in].

We appreciate [Student's Name]'s dedication and professionalism, and we wish them the best in their future endeavors.

Sincerely,

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