



Company Address

Company Phone Number

DATE

To Whom It May Concern:

John Smith has been employed by (COMPANY NAME HERE) as a (YOUR POSITION HERE) Intern from (DATES YOU WORKED). During that time he/she/they completed (NUMBER OF HOURS) of work. It was a pleasure working with John.

Sincerely,  
(Supervisor's signature)

Supervisor's Name

Supervisor's Title

Supervisor's contact info email/phone/address