



**Your
Logo
Here**

INTERNSHIP COMPLETION LETTER

Examples

For **Entrance** please select 1 from the below examples:

1. "This certificate is awarded to *(Name of the Intern)* in recognition of their valuable contributions and successful completion of the *(Name of the Internship)* program."
2. "We hereby present this certificate to *(Name of the Intern)* in appreciation of their dedication and performance as an intern at *(Name of the Company)*."
3. "This is to certify that Mr./Ms. *(Name of the Intern)* has successfully completed the *(Name of the Internship)* program at *(Name of the Company)*."

For **Date** information, please choose one of the following formats:

1. "From (start date) to (end date)"
2. "A _(number)-week internship conducted between (start date) and (end date)"
3. "The internship took place from (start date) to (end date)"

For **Specific Projects or Accomplishments**, please choose one of the following examples or modify as needed:

1. During the internship, Mr./Ms. (Name of the Intern) contributed to various tasks in the field of (please state the specific internship area), including testing and evaluating tools used by our company.
2. Throughout the internship, Mr./Ms. (Name of the Intern) was actively involved in a range of activities related to (please state the specific internship area), gaining practical exposure and experience.
3. Mr./Ms. (Name of the Intern) worked on a project titled "(Project Name)," which focused on (Project Purpose). As part of this initiative, they successfully (Brief Description of Intern's Contribution).
4. Mr./Ms. (Name of the Intern) participated in the "(Project Name)" project under the supervision of (Name of the Expert), where they contributed to (Brief Summary of Role or Task).

For **describing the intern's personal competencies, attitudes, and characteristics**, please choose one of the following examples or adjust as needed:

1. **Mr./Ms. (Name of the Intern) demonstrated strong skills in their work. They were curious, hardworking, and their contribution to our team was highly valuable.**
2. **We found Mr./Ms. (Name of the Intern) to be inquisitive and diligent. They showed a keen interest in understanding the functions of our core department and consistently made an effort to explore subjects in depth.**
3. **Throughout the internship, Mr./Ms. (Name of the Intern) showed excellent motivation to learn new skills. They consistently demonstrated strong communication and teamwork abilities. Their performance exceeded expectations, and they successfully completed all assigned tasks and projects on time.**
4. **Mr./Ms. (Name of the Intern) displayed exceptional comprehension and efficiency, consistently performing with professionalism and demonstrating a high level of expertise.**



