sample internship letter from an employer to support a university application

**[Company Letterhead/Name]**  
[Company Address]  
[City, State, Postcode]  
[Date: \_\_\_\_\_\_\_\_\_]

**To Whom It May Concern,**

**Subject: Internship and Paid Work Completion Letter for [\_\_\_\_\_\_\_\_\_]**

Dear Sir/Madam,

This letter is to confirm that **[Full Name of the Intern/Employee]** was employed with **[Company Name]** in both an internship and a paid role from **[Start Date: \_\_\_\_\_\_\_\_\_]** to **[End Date: \_\_\_\_\_\_\_\_\_]**.

* **Internship Role**: [Internship Position/Role: \_\_\_\_\_\_\_\_\_]
* **Paid Role**: [Paid Position Title: \_\_\_\_\_\_\_\_\_]

**Internship Responsibilities and Achievements:**

1. [Internship Task/Achievement 1: \_\_\_\_\_\_\_\_\_]
2. [Internship Task/Achievement 2: \_\_\_\_\_\_\_\_\_]
3. [Internship Skill Development/Contribution: \_\_\_\_\_\_\_\_\_]

**Paid Work Responsibilities and Achievements:**

1. [Paid Role Task/Achievement 1: \_\_\_\_\_\_\_\_\_]
2. [Paid Role Task/Achievement 2: \_\_\_\_\_\_\_\_\_]
3. [Paid Work Skill Development/Contribution: \_\_\_\_\_\_\_\_\_]

Throughout both their internship and employment, [Full Name of the Intern/Employee] consistently displayed a high level of commitment, professionalism, and capability. Their contributions included **[Key Contributions: \_\_\_\_\_\_\_\_\_]**, and they demonstrated skills such as **[Skills Developed: \_\_\_\_\_\_\_\_\_]**.

We strongly support their application to **[University Name: \_\_\_\_\_\_\_\_\_]** and are confident they will excel in their future academic and professional endeavors.

For further information or clarification, please contact me at **[Your Email Address: \_\_\_\_\_\_\_\_\_]** or **[Your Phone Number: \_\_\_\_\_\_\_\_\_]**.

Yours sincerely,

**[Your Full Name: \_\_\_\_\_\_\_\_\_]**  
[Your Job Title: \_\_\_\_\_\_\_\_\_]  
[Company Name: \_\_\_\_\_\_\_\_\_]