Date

Name  
Address

To whom it may concern,

It is to certify that Mr. John Steven has completed a two-month internship with ABC Limited, from 1st January till 2nd March 20XX.

He worked under the direct supervision of the Operations Manager and got the opportunity to work on various projects. Along with his other duties, he was responsible for managing the timelines of the projects he was working on. His manager is pleased with his timely highlighting and managing of any delays, which could have affected the project completions.

He is a fast learner, and he learned our operations system and organizational culture quickly. With his eagerness to learn, he developed various skills while working with us. His team working skills and friendly nature made him a part of our organization even during the first week. He outdid the expected performance, and we are happy to have the opportunity for training such an enthusiastic candidate. We hope to hire him once he completes his education so that we can utilize his potential to the fullest for the benefit of our organization.

We wish him the best of luck for all his future endeavors.

Regards,

Sarah Wilson.