

INTERNSHIP LETTER OF RECOMMENDATION

[YOUR FULL NAME] [YOUR TITLE POSITION] [YOUR ORGANIZATION INSTITUTION]
[YOUR ADDRESS] [YOUR EMAIL]

[RECIPIENT ORGANIZATION]

Re: Letter of Recommendation for [CANDIDATE S FULL LEGAL NAME] — [SPECIFIC POSITION PROGRAM BEING APPLIED TO]

Dear Hiring Manager:

I write to recommend [CANDIDATE S FULL LEGAL NAME] for [SPECIFIC POSITION PROGRAM BEING APPLIED TO] with a strong and confident endorsement.

I. Relationship and Basis of Knowledge

I have known [CANDIDATE S FULL LEGAL NAME] for [HOW LONG HAVE YOU KNOWN THE] in my capacity as they [YOUR RELATIONSHIP TO THE CANDIDATE]. [CONTEXT IN WHICH YOU CAME TO]

II. Qualifications and Strengths

[KEY STRENGTHS QUALITIES 3 5 CONCRETE]

III. Specific Accomplishments

[SPECIFIC ACCOMPLISHMENTS OR ANECDOTES]

IV. Fit for the Position

[WHY THIS CANDIDATE IS A FIT]

Statement of Good Faith

The statements in this letter are based on my personal observations and on records maintained by [YOUR ORGANIZATION INSTITUTION] in the ordinary course of business. They are made in good faith, without malice, and in response to an inquiry regarding [CANDIDATE S FULL LEGAL NAME]'s qualifications for prospective employment. This letter is intended to be covered by the qualified privilege applicable to employment references under the common law and under applicable state statutes.

Scope Limitation. This letter addresses only [CANDIDATE S FULL LEGAL NAME]'s qualifications, performance, and conduct in a work setting. Consistent with the Americans with Disabilities Act (42

U.S.C. §12112(d)(4)), the Genetic Information Nondiscrimination Act (42 U.S.C. §2000ff), and Title VII of the Civil Rights Act of 1964, I do not and will not disclose any information concerning medical condition, disability, genetic information, religion, national origin, age, sexual orientation, gender identity, pregnancy, or any other protected characteristic.

Confidentiality. This letter is submitted as a confidential reference. I understand that the candidate has waived the right to inspect this letter, and I request that it be treated accordingly.

I would welcome the opportunity to discuss [CANDIDATE S FULL LEGAL NAME]'s qualifications further. Please do not hesitate to contact me at [YOUR EMAIL].

Sincerely,

[YOUR FULL NAME]

PRINTED NAME

SIGNATURE

DATE

[YOUR FULL NAME] [YOUR TITLE POSITION] [YOUR ORGANIZATION INSTITUTION]