

Internship Experience Letter

Internship Certificate Format for Indian Interns (2026)

Use this format for interns on completion of their internship period. Most colleges and universities require this certificate for academic credit. Be specific about the project or tasks the intern worked on — generic statements weaken the document.

[COMPANY LETTERHEAD] *Company name, logo, registered address, phone, website*

Date: [DD/MM/YYYY] **Place:** [City, State]

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **[Intern's Full Name]**, a student of **[University/College Name]** pursuing **[Degree/Program Name]**, successfully completed an internship with **[Company Name]** from **[Start Date]** to **[End Date]** in the **[Department Name]** department.

During the internship, **[he/she/they]** worked on **[brief description of project or tasks — be specific about technologies, deliverables, or outcomes]**.

[He/She/They] showed initiative, a willingness to learn, and the ability to manage assigned tasks with minimal supervision. **[His/Her/Their]** contribution was genuinely useful to the team.

We wish **[Intern Name]** well in **[his/her/their]** academic and professional journey ahead.

Sincerely,

[Authorised Signatory's Signature]

[Full Name]

[Designation — e.g., HR Manager / Internship Coordinator]

[Company Name]

[Company Seal / Stamp]

Tip: Mention specific deliverables — projects shipped, reports produced, presentations delivered — instead of generic phrases like "supported the team."

Need the complete guide?

For request email templates, FAQs on validity, the difference between experience and relieving letters, and how experience letters work with higher education applications, visit CollegeSathi's detailed guide:

collegesathi.com/blogs/experience-letter-format-sample-india