



In reply please
refer to:

Your reference:

Name of the Intern
Address 1
City
Country

Dear

Subject: **Completion of Internship with WHO**

We are pleased to note that you have successfully completed your internship with the World Health Organization in the area of (AOW) from _____ to _____.

Specifically, we note your accomplishments in the following areas ***(This portion to be specific to each intern):***

- 1.
- 2.
- 3.
- 4.
- 5.

You efficiently contributed to the work of (Technical Unit) and were found to be hard working, keen to learn, and ready to accept responsibilities. Your interaction with colleagues and communication skills were very much appreciated ***(This portion to be specific to each intern)***.

We hope that you found your internship with WHO satisfying and that it contributed to your professional growth. We wish you all the very best in future endeavours.

Director of concerned TU/concerned WR