



UNIVERSITY of  
DENVER

CONFERENCE & EVENT SERVICES

The following template may be sent to the employer for guidance. Please provide an official letter from the employer verifying the internship. The letter must be printed on company letterhead and contain the following information:

- Company Name & Address
- Supervisor Name
- Employee (Intern) Name
- Dates of Internship

## *Proof of Internship Example*

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**Company Name/Logo**

**Address**

**City, State & Zip**

**Date**

To whom it may concern:

I, **Supervisor/Manager Name**, certify that **Employee/Intern Name** is participating in a summer internship at **Company Name** from **MM/DD/YY** to **MM/DD/YY**.

**Supervisor/Manager Signature & Date**

**Print Name**

**Title**

**Email**

**Phone**