**Internship Reference Letter Format**

[Letterhead]

Date

«Master of International Business» program

Faculty of World Economy and International Affairs

National Research University “Higher School of Economics”

Subject: Internship Reference for (Add student’s name here)

To whom it may concern:

[Text of letter]

Yours sincerely,

[Company Supervisor position] [Signature] [Name]

[Official company stamp]

**Internship Reference Letter must be written on the official letterhead paper of the internship company/organization, contain the exact dates of your internship, a list of your work tasks, a grade on a 10 point scale, and be signed by your company supervisor or other person in charge, and stamped.**