

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Internship Training Evaluation

I am writing to provide an evaluation of my internship experience at [Company Name] from [Start Date] to [End Date].

Throughout my internship, I had the opportunity to work in [specific department or project], where I was involved in [briefly explain tasks and responsibilities]. This experience allowed me to develop skills in [mention specific skills or software], which I believe will be valuable for my future career.

I would like to express my gratitude for the guidance and support provided by my supervisors, [Supervisor Name(s)], who played a significant role in enhancing my learning. It was inspiring to be part of a team that [mention any achievements or goals accomplished during the internship].

In conclusion, this internship has been a significant stepping stone in my professional development, and I am grateful for the opportunity to contribute to [Company Name].

Thank you for your support during this period. I look forward to staying in touch.

Sincerely,

[Your Name]  
[Your Student ID (if applicable)]  
[Your Program/Field of Study]