

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

Dear [Recipient Name],

I am writing to provide an evaluation of [Intern's/Employee's Name] who completed their work experience in the [specific department or role] at [Your Company] from [start date] to [end date].

During their time with us, [Intern's/Employee's Name] demonstrated [key qualities such as reliability, teamwork, and enthusiasm]. They were responsible for [list specific tasks or projects], and consistently delivered high-quality work.

One of the notable achievements was [describe a specific achievement or contribution]. This not only showcased their skills in [mention relevant skill area] but also contributed positively to our team's objectives.

In terms of areas for development, I believe [mention any constructive feedback]. Overall, [Intern's/Employee's Name] displayed great potential and I am confident they will excel in their future endeavors.

Thank you for the opportunity to evaluate [Intern's/Employee's Name]. If you have any further questions or require additional information, please feel free to reach out.

Sincerely,

[Your Name]
[Your Position]