

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

Dear [Recipient's Name],

I hope this message finds you well. I would like to take this opportunity to provide feedback on the work experience of [Intern/Employee's Name] during their time with us from [Start Date] to [End Date].

[Paragraph 1: Describe the intern's responsibilities and projects they worked on.]

[Paragraph 2: Discuss the intern's strengths and skills demonstrated throughout their experience.]

[Paragraph 3: Mention areas for improvement, if any, along with encouragement for further development.]

Overall, [Intern/Employee's Name] has shown great potential and has made a positive impact on our team. We appreciate their contributions and wish them success in their future endeavors.

Thank you for your support in this matter.

Best regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Company Name]