

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

Dear [Recipient Name],

I am writing to provide an evaluation of [Employee/Intern Name] regarding their work experience at [Your Company/Organization] from [Start Date] to [End Date].

Throughout their time with us, [Employee/Intern Name] demonstrated [specific skills or attributes], contributing positively to [specific projects or tasks]. They were responsible for [briefly describe responsibilities or duties], and consistently [mention performance highlights or achievements].

In addition to their technical skills, [Employee/Intern Name] exhibited [mention soft skills such as teamwork, communication, etc.], which greatly enhanced team dynamics and productivity.

I highly recommend [Employee/Intern Name] for [future opportunities, jobs, or further education] and believe they will be an asset to any team they join.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or require further details.

Sincerely,

[Your Name]
[Your Position]