

[Your Name]
[Your Position]
[Your Company]
[Your 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 hope this message finds you well. I am writing to provide feedback on [Employee/Intern's Name], who has recently completed their work experience with us from [Start Date] to [End Date].

Throughout their time with our team, [Employee/Intern's Name] demonstrated [positive traits or skills observed], including [specific examples]. They were involved in [describe projects or responsibilities undertaken], and their contribution played a significant role in [mention any achievements or improvements].

Nonetheless, there are areas where [he/she/they] could further develop, such as [mention areas for improvement]. We believe that with continued effort and support, [Employee/Intern's Name] can enhance these skills. Overall, we appreciated their enthusiasm and willingness to learn. We wish [him/her/them] all the best in future endeavors and look forward to seeing their continued growth.

Thank you for the opportunity to work with [Employee/Intern's Name].

Sincerely,

[Your Name]
[Your Position]
[Your Company]