

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to evaluate the work experience of [Intern/Employee's Name], who has been with us from [Start Date] to [End Date] in the role of [Position].

During their time with us, [Intern/Employee's Name] demonstrated a strong work ethic, consistently contributing to [specific projects or tasks]. They excelled in [specific skills or responsibilities], showcasing their ability to [describe positive qualities, e.g., lead, collaborate, innovate].

One notable achievement was [describe a specific accomplishment], which resulted in [impact of the accomplishment]. Their ability to [mention a skill or quality] greatly benefited our team and the overall objectives of the company.

In addition to their technical skills, [Intern/Employee's Name] displayed excellent interpersonal skills, building strong relationships with both colleagues and clients. Their positive attitude and willingness to learn were commendable and greatly appreciated by everyone around them.

In conclusion, I believe that [Intern/Employee's Name] would be an asset in any future endeavor they pursue. I wholeheartedly recommend them for any opportunities they may wish to explore. If you require any further information, please feel free to contact me.

Thank you for considering this evaluation.

Sincerely,

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