

[Your Name]
[Your Position]
[Your Company/Organization]
[Company 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 hope this letter finds you well. I am writing to provide a performance evaluation for [Intern's Name], who has been completing their on-the-job training (OJT) with us from [start date] to [end date].

During this period, [Intern's Name] has demonstrated [specific skills or qualities] in their role as [Intern's Position/Role]. Their contributions to our team include [mention specific tasks, projects, or achievements]. One of their notable strengths is [describe a strength or skill], which they showcased by [provide an example]. Additionally, [Intern's Name] has shown the ability to [mention any other skills or positive attributes]. While [Intern's Name] has performed well, there are areas where they can continue to develop, such as [identify areas for improvement]. Overall, I believe that [Intern's Name] has a strong potential for future success in their career.

Thank you for the opportunity to work with [Intern's Name]. If you have any questions or need further information, please feel free to contact me.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]