

[Your Name]
[Your Title]
[Your Organization]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Internship Evaluation for [Intern's Name]

I am writing to provide an evaluation for [Intern's Name], who interned with us at [Organization Name] from [Start Date] to [End Date].

Throughout the internship period, [Intern's Name] has demonstrated a strong commitment to [his/her/their] role and has significantly contributed to our team.

Key Responsibilities:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

Performance Overview:

[Intern's Name] has excelled in [specific tasks or skills] and has [describe any notable achievements or contributions]. [He/She/They] has consistently shown [list key strengths such as initiative, teamwork, reliability, etc.].

Areas for Improvement:

While [Intern's Name] has performed well, some areas for development include [mention any skills or areas where improvement is needed].

Overall Assessment:

In conclusion, I would highly recommend [Intern's Name] for future opportunities, as [he/she/they] has proven to be a valuable asset during [his/her/their] time with us. We have enjoyed having [him/her/them] as part of our team and wish [him/her/them] all the best in [his/her/their] future endeavors.

Thank you for your attention to this evaluation.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]