

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

Dear [Intern's Name],

Subject: Internship Performance Evaluation

I am writing to provide you with an evaluation of your performance during your internship at [Company/Organization Name] from [start date] to [end date].

1. ****Job Responsibilities****

During your internship, you were responsible for [briefly list key responsibilities].

2. ****Performance Evaluation****

- ****Strengths:****

- [List strengths observed during internship]

- ****Areas for Improvement:****

- [List any areas where improvement is needed]

3. ****Professional Development****

Throughout your internship, you have shown growth in [mention specific skills or knowledge].

4. ****Overall Assessment****

Overall, you have [provide brief assessment of performance: exceeded expectations, met expectations, etc.].

We appreciate your contributions to the team and wish you the best for your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]