

Internship Evaluation Letter

Dear [Recipient's Name],

Subject: Internship Evaluation Letter for [Intern's Name]

I am writing to provide a comprehensive evaluation of [Intern's Name] during their internship with [Your Organization]. It has been a pleasure to have [Intern's Name] as part of our team, and I am delighted to share my observations and feedback on their performance.

[Begin by briefly describing the intern's role and the duration of their internship.]

Overall Performance:

Throughout the internship period, [Intern's Name] consistently demonstrated a strong work ethic, a positive attitude, and a willingness to learn. They were proactive in seeking opportunities to contribute and exhibited excellent time management skills, consistently meeting deadlines and delivering high-quality work.

Key Strengths:

1. [Highlight specific skills or qualities that the intern excelled in, such as communication, problem-solving, teamwork, or technical proficiency. Provide concrete examples or anecdotes to support your assessment.]
2. [Mention another strength or notable achievement of the intern, emphasizing their exceptional performance or unique contribution to a project or task.]

Areas for Growth:

While [Intern's Name] exhibited exceptional performance in many areas, there are a few areas where they could benefit from further development and growth:

1. [Identify specific areas for improvement or skills that the intern could enhance. Be constructive in your feedback and offer suggestions for professional growth.]
2. [Highlight another area where the intern has the potential to further develop, mentioning any guidance or resources that may assist them in their growth.]

Collaboration and Teamwork:

[Describe how the intern interacted with their colleagues and contributed to the overall team dynamics. Highlight instances of effective collaboration, teamwork, and their ability to adapt to different work environments.]

Professionalism and Communication:

[Discuss the intern's professionalism, including their punctuality, ability to follow instructions, and their communication skills—both written and verbal. Provide examples of their effective communication with team members, supervisors, and external stakeholders.]

Conclusion:

In conclusion, [Intern's Name] has been a valuable asset to our organization throughout their internship. They consistently exceeded expectations and demonstrated a genuine passion for their work. With their exceptional skills and dedication, I am confident that [Intern's Name] has a bright future ahead.

I want to express my gratitude for the opportunity to work with such a talented and motivated intern. I believe [Intern's Name] has gained valuable experience during their time with us and has made significant contributions to our team and projects.

Should you require any additional information or further assistance, please feel free to contact me.

Thank you for your attention to this evaluation, and I highly recommend [Intern's Name] for any future endeavors or employment opportunities.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Organization]