

# Internship Evaluation Report

Date: [Insert Date]

To: [Intern's Name]

From: [Your Name]

Position: [Your Position]

Organization: [Organization Name]

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## Internship Overview

[Intern's Name] has completed an internship with [Organization Name] from [Start Date] to [End Date]. During this period, [he/she/they] was involved in various projects and responsibilities including:

- [Project/Responsibility 1]
- [Project/Responsibility 2]
- [Project/Responsibility 3]

## Evaluation Criteria

The following criteria were used to evaluate [Intern's Name]'s performance during the internship:

- Technical Skills
- Communication Skills
- Teamwork
- Problem Solving
- Time Management

## Performance Assessment

[Intern's Name] demonstrated strong skills in:

- [Skill/Quality 1]
- [Skill/Quality 2]
- [Skill/Quality 3]

Areas for improvement include:

- [Area 1]
- [Area 2]

## **Conclusion**

Overall, the internship was a valuable experience for [Intern's Name], and [he/she/they] showed great potential in [his/her/their] professional development. We wish [him/her/them] all the best in future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]