

# Internship Evaluation Summary

Date: [Insert Date]

To: [Intern's Name]

From: [Supervisor's Name]

Position: [Internship Position]

Organization: [Organization Name]

## Evaluation Overview

During the course of your internship at [Organization Name], you have demonstrated the following strengths and skills:

- Strong communication abilities, effectively collaborating with team members.
- Excellent problem-solving skills, exhibiting creativity in resolving challenges.
- Proficient time management, meeting all deadlines consistently.

## Areas for Improvement

While you have shown great potential, there are some areas to focus on for future development:

- Enhancing technical skills related to [specific tool or software].
- Seeking feedback proactively to foster professional growth.

## Overall Performance

Overall, your performance has been commendable, and we are grateful for your contributions during this internship. We believe you have a bright future ahead.

## Conclusion

We wish you all the best in your future endeavors. Should you need any recommendations, please do not hesitate to reach out.

Best regards,

[Supervisor's Name]

[Supervisor's Position]

[Organization Name]