

# Internship Performance Review

Date: [Insert Date]

To: [Intern's Name]

From: [Supervisor's Name]

Subject: Performance Review for Internship Program

Dear [Intern's Name],

We are pleased to provide you with your performance review for the internship program you participated in from [Start Date] to [End Date]. This review reflects your contributions and growth during this period.

## Performance Summary

Your performance in the following areas has been commendable:

- **Work Ethic:** [Comments]
- **Communication Skills:** [Comments]
- **Team Collaboration:** [Comments]
- **Project Management:** [Comments]

## Areas for Improvement

While you have shown great potential, consider focusing on the following areas:

- [Area of Improvement 1]
- [Area of Improvement 2]
- [Area of Improvement 3]

## Conclusion

Overall, we appreciate your hard work and dedication to the internship program. We believe that the skills you have developed will serve you well in your future endeavors.

Thank you for your contributions and best of luck in your future endeavors!

Sincerely,

[Supervisor's Name]

[Title]

[Organization Name]