

Performance Assessment Letter

Date: [Insert Date]

[Intern's Name]

[Intern's Address]

[City, State, Zip]

Dear [Intern's Name],

We are pleased to provide you with the performance assessment for your internship with [Organization Name] covering the period from [Start Date] to [End Date].

Performance Overview:

Your contribution to the team has been valuable, particularly in the areas of [specific skills or projects]. Your ability to [mention specific strengths or achievements] demonstrates your commitment and skill development throughout this internship.

Strengths:

- [Strength 1]
- [Strength 2]
- [Strength 3]

Areas for Improvement:

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

We encourage you to continue developing your skills in these areas as you move forward in your career.

Final Remarks:

Thank you for your hard work and dedication during your time with us. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]