

Internship Closure Evaluation

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally evaluate the internship experience of [Intern's Name] who completed their internship at [Company/Organization Name] from [Start Date] to [End Date].

Internship Objectives

The objectives set for the internship included:

- [Objective 1]
- [Objective 2]
- [Objective 3]

Performance and Achievements

[Intern's Name] has demonstrated exceptional skills in the following areas:

- [Achievement 1]
- [Achievement 2]
- [Achievement 3]

Overall Evaluation

Overall, [Intern's Name] has proven to be a valuable asset to our team. They displayed a strong work ethic, eagerness to learn, and the ability to work collaboratively.

Recommendation

We highly recommend [Intern's Name] for any future opportunities and believe they will excel in their professional endeavors.

Thank you for your attention, and please feel free to reach out if you require any further information.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]