

Internship Conclusion Assessment

Date: [Insert Date]

To: [Intern's Name]

From: [Supervisor's Name]

Subject: Internship Conclusion Assessment

Dear [Intern's Name],

As you conclude your internship with [Company/Organization Name], I would like to take a moment to reflect on your contributions and performance during your time here.

Throughout your internship, you demonstrated exceptional commitment and motivation. Your ability to [mention specific skills or projects] significantly contributed to [mention outcomes or achievements].

Feedback from your team members highlighted your strengths in [mention specific strengths], and your willingness to learn and adapt was greatly appreciated.

We wish you all the best in your future endeavors and hope you carry forward the knowledge and experience gained during your time with us.

Sincerely,

[Supervisor's Name]

[Job Title]

[Company/Organization Name]