

Internship Appraisal Letter

Date: [Insert Date]

To,
[Intern's Name]
[Intern's Address]
[City, State, Zip Code]

Dear [Intern's Name],

We are pleased to provide you with this appraisal letter reflecting your performance during your internship at [Company Name]. Over the course of your [duration] internship, we have observed your dedication, enthusiasm, and professional growth.

Your ability to [mention specific skills or projects] has significantly contributed to our team and the ongoing projects. We appreciate your efforts in effectively collaborating with your peers and adapting to the challenges presented throughout the internship.

In particular, your work on [specific project or task] demonstrated your [mention any skills, attributes, or accomplishments]. The feedback from the team was overwhelmingly positive, highlighting your technical aptitude and problem-solving abilities.

As you consider opportunities in your future career, we encourage you to build upon the skills you have developed during your time with us. We believe you have a promising future in the engineering field.

Please feel free to use this letter as a reference in your future job applications. If you need any additional information or support, do not hesitate to reach out.

We wish you all the best in your future endeavors.

Sincerely,
[Your Name]
[Your Job Title]
[Company Name]
[Company Address]
[City, State, Zip Code]