

Internship Placement Progress Check

Date: [Insert Date]

To: [Intern's Name]

From: [Your Name]

Subject: Internship Placement Progress Check

Dear [Intern's Name],

I hope this message finds you well. As we reach the midpoint of your internship at [Company/Organization Name], I wanted to take a moment to check in on your progress and experiences thus far.

Please provide an update on the following:

- Your main tasks and responsibilities
- Any challenges you have encountered
- Your overall learning experience
- Feedback about your mentorship and team dynamics

Your insights are valuable and will help us ensure you receive the most out of this internship. Kindly reply by [insert deadline], so we can address any concerns and discuss your development moving forward.

Thank you for your hard work and dedication.

Best regards,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]