

# Internship Credit Feedback and Review

Date: [Insert Date]

To: [Intern's Name]

From: [Supervisor's Name]

Subject: Internship Feedback and Review

Dear [Intern's Name],

I hope this message finds you well. As your internship period comes to a close, I would like to take a moment to provide you with feedback on your performance during your time with us at [Company/Organization Name].

Throughout your internship, you have demonstrated exceptional skills in [mention specific skills or tasks], and your contributions to [mention specific projects or goals] have been invaluable. Your ability to [mention a specific trait, e.g., collaborate with the team, show initiative] has positively impacted our team dynamics.

Some highlights of your performance include:

- [Example of a task or project completed successfully]
- [Example of a skill demonstrated]
- [Example of teamwork or collaboration]

Additionally, I appreciate your punctuality and eagerness to learn. It has been a pleasure working with you, and I believe you have a bright future ahead in your career.

As you proceed with your academic endeavors, I encourage you to take the experiences and lessons learned during this internship to heart. Should you require any references or further assistance in your job search, feel free to reach out.

Thank you for your hard work and dedication. I wish you all the best in your future pursuits.

Sincerely,

[Supervisor's Name]

[Title]

[Company/Organization Name]

[Contact Information]