

Internship Performance Appraisal

Date: [Insert Date]

To: [Intern's Name]

From: [Supervisor's Name]

Subject: Internship Performance Appraisal

Dear [Intern's Name],

We are pleased to provide you with your performance appraisal for your internship at [Company Name] from [Start Date] to [End Date]. Throughout your time here, you have demonstrated significant growth and contributed positively to our team. Below are some key areas of your performance:

1. Professionalism

Your punctuality and reliability have been commendable. You arrived on time and completed tasks within deadlines.

2. Skill Development

You have shown remarkable improvement in [specific skills or tools related to the internship]. Your willingness to learn is highly appreciated.

3. Team Collaboration

Your ability to work alongside colleagues has fostered a positive team environment. Your communication skills have enhanced our collaboration.

4. Contribution to Projects

[Describe specific projects the intern contributed to, highlighting achievements and outcomes.]

Overall, you have met and, in some cases, exceeded the expectations for your role as an intern. We appreciate your hard work and dedication during your internship period.

Thank you for your contributions to [Company Name]. We wish you the best in your future endeavors.

Sincerely,

[Supervisor's Name]

[Supervisor's Position]

[Company Name]