

# Internship Reflection Feedback

Date: [Insert Date]

To: [Intern's Name]

From: [Your Name]

Subject: Internship Reflection Feedback

Dear [Intern's Name],

I hope this message finds you well. As you conclude your internship with us, I wanted to take a moment to reflect on your time here and provide you with some feedback.

## Performance Overview

Your dedication and commitment have been commendable. You consistently demonstrated a willingness to learn and adapt, which greatly contributed to our team's success.

## Strengths

- Strong communication skills
- Ability to work collaboratively in a team
- Proactive approach to tasks

## Areas for Improvement

- Time management during high-pressure tasks
- Seeking feedback more frequently

Overall, your performance has been impressive, and I believe you'll continue to grow and excel in your future endeavors. Please feel free to reach out if you would like further discussion or guidance.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]