

# End-of-Term Internship Evaluation

Date: [Insert Date]

To: [Intern's Name]

[Intern's Address]

Dear [Intern's Name],

As your internship comes to an end, we would like to take this opportunity to evaluate your performance and contribution during your time with us. Below are some key areas we appreciate and suggestions for your future development:

## Performance Highlights

- Communication Skills: [Comments]
- Team Collaboration: [Comments]
- Problem-Solving Abilities: [Comments]
- Work Ethic: [Comments]
- Projects Completed: [List of Projects]

## Suggestions for Improvement

- [Suggestion 1]
- [Suggestion 2]
- [Suggestion 3]

We want to thank you for your hard work and dedication during your internship. We wish you all the best in your future endeavors!

Sincerely,

[Your Name]

[Your Position]

[Company Name]