

Formal Corporate Internship Evaluation Letter

Subject: Evaluation Report for [Student Name]

Dear [HR Manager/University],

This letter serves to provide a formal evaluation of [Student Name], who completed an internship at [Company Name] in the [Department Name] between [Start Date] and [End Date]. Their key strengths observed include:

- Technical proficiency in [Software/Tool/Field].
- Effective communication with colleagues and clients.
- Ability to manage tasks and meet deadlines.
- Initiative and problem-solving capabilities.

We rate [Student Name]'s overall performance as highly satisfactory and commendable.

Sincerely,

[Supervisor Name]

[Position]

[Company Name]

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