

[Company Letterhead/Logo]

[Date]

[Intern Name]

[Intern Address]

[City, State, Zip Code]

Subject: Final Internship Evaluation Completion Letter

Dear [Intern Name],

This letter is to formally confirm that you have successfully completed your internship with [Company Name] in the [Department Name] department. Your internship period was from [Start Date] to [End Date].

We have completed your Final Internship Evaluation. This assessment covers your performance, technical skills, professional conduct, and the completion of assigned projects. A copy of the detailed evaluation form is attached to this letter for your records.

Your contributions, specifically regarding [mention a specific project or task], were greatly appreciated by the team. We hope that the experience gained during your time with us will be beneficial to your future career goals.

We wish you the best of luck in your academic and professional endeavors.

Sincerely,

[Supervisor Signature]

[Supervisor Name]

[Supervisor Title]

[Company Name]