Demo Daten GmbH

Genslerstraße 84

13359 Berlin

{{first\_name}} {{last\_name}}

{{Street and house number}}

{{Postcode}} {{City}}

{{location (letter\_heading)}}, {{document\_date|F j, Y}}

**Internship certificate for {{first\_name}} {{last\_name}}**

{{first\_name}} {{last\_name}}, born on {{Birthday}} in {{Place\_of\_birth}}, completed an internship with our company from {{hire\_date}} to {{termination\_date}}.

During ||his|her|their|their|| internship, {{first\_name}} worked in our {{department}} department. ||He|She|They|They|| performed the following tasks under supervision:

* {{Task 1}}
* {{Task 2}}
* {{Task 3}}

{{Personalized text block}}

[[**Evaluation of motivation**

[**Excellent**: {{first\_name}} demonstrated outstanding commitment in becoming familiar with ||his|her|their|their|| new tasks and worked very consistently and highly successfully to achieve the agreed goals.]

[**Good**: {{first\_name}} demonstrated great commitment in becoming familiar with ||his|her|their|their|| new tasks and worked consistently and successfully to achieve the agreed goals.]

[**Satisfactory**: {{first\_name}} demonstrated commitment in becoming familiar with ||his|her|their|their|| new tasks and worked consistently to achieve the agreed goals.]

[**Adequate**: {{first\_name}} demonstrated adequate commitment in becoming familiar with ||his|her|their|their|| new tasks.]

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[[**Evaluation of work approach**

[**Excellent**: {{first\_name}}'s work was consistently characterized by outstanding reliability, responsibility, awareness of costs and a highly systematic approach.]

[**Good**: {{first\_name}}'s work was consistently characterized by a high degree of reliability, responsibility, awareness of costs and a systematic approach.]

[**Satisfactory**: {{first\_name}} was a reliable member of our team. ||His|Her|Their|Their|| work was characterized by a planned, systematic, clearly structured approach.]

[**Adequate**: {{first\_name}} completed all of ||his|her|their|their|| tasks correctly and to our satisfaction.]

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[[**Evaluation of conduct**

[**Excellent**: {{first\_name}}'s conduct toward supervisors, colleagues and clients was excellent at all times.]

[**Good**: {{first\_name}}'s conduct toward supervisors, colleagues and clients was impeccable at all times.]

[**Satisfactory**: {{first\_name}}'s conduct toward supervisors, colleagues and clients was impeccable.]

[**Average**: {{first\_name}}'s conduct toward supervisors and colleagues was unobjectionable.]

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{{Personalized text block}}

{{first\_name}} {{last\_name}} is leaving our company at the end of ||his|her|their|their|| internship. We would like to thank {{first\_name}} for ||his|her|their|their|| consistently good performance and wish ||him|her|them|them|| every success and all the best for ||his|her|their|their|| future professional and private life.

Berlin, {{document\_date|F j, Y}}

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{{supervisor\_first\_name}} {{supervisor\_last\_name}}
{{supervisor\_position}}