**Write a letter to an intern stating that he need to be regular to office and complete all work on time. He has been found roaming around the streets during office hours. However he is very dedicated to his work in indirect method**

Dear Aadhi

We are writing this letter to discuss some important aspects of your internship with us. Your openness to learning and your commitment to deliver quality results, your enthusiasm for sharing ideas are appreciated .We are happy to have you as an intern.

As you know, this is a crucial time in your professional growth which not only involves quality work and discipline, but also physical presence in the office hours. This will improve team’s performance and complete the work on time.

Sometimes, an intern’s absence leads to missing deadlines.

We truly believe that you will improve your time management skills and we hope you understand our concerns. If you have any queries or need any help, feel free to reach out us.

We look forward to seeing your continued success as an intern.

Best Regards