

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Job Title]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Performance Evaluation

I hope this letter finds you well. This performance evaluation is to formally recognize your contributions and behavior as a Security Officer from [start date] to [end date].

****Performance Overview:****

Throughout this evaluation period, you have consistently demonstrated a strong commitment to maintaining safety and security within our facility. Your attentiveness to detail and proactive approach have significantly contributed to a secure environment.

****Key Strengths:****

1. ****Vigilance:**** Your ability to remain alert and identify potential security threats has been commendable.
2. ****Communication Skills:**** Your interactions with staff and visitors have been professional and courteous, fostering a positive security culture.
3. ****Response to Incidents:**** You have successfully managed several situations with poise, demonstrating effective decision-making skills under pressure.

****Areas for Improvement:****

While your performance has been impressive, there are opportunities for growth, such as enhancing your report-writing skills to ensure precise documentation of incidents.

****Goals for the Next Evaluation Period:****

1. Participate in advanced security training sessions.
2. Lead a quarterly safety drill to improve team preparedness.

****Conclusion:****

Your efforts as a Security Officer have not gone unnoticed, and we appreciate your dedication to our organization. We encourage you to reflect on this evaluation and use it as a basis for your continued professional development.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]