

[Your Name]  
[Your Position]  
[Your Department]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[Recipient Department]  
[Company Name]

Dear [Recipient Name],

Subject: Performance Evaluation

I hope this letter finds you well. This correspondence serves to formally initiate the performance evaluation process for [Employee's Name], whose evaluation period spans from [Start Date] to [End Date].

1. **\*\*Employee Information\*\***

- Name: [Employee's Name]
- Position: [Employee's Position]
- Department: [Employee's Department]
- Evaluation Period: [Start Date] to [End Date]

2. **\*\*Evaluation Criteria\*\***

The evaluation will assess the following key performance indicators:

- [Criteria 1]
- [Criteria 2]
- [Criteria 3]

3. **\*\*Feedback Submission\*\***

Please provide your constructive feedback regarding [Employee's Name]'s performance, including strengths and areas for improvement, by [Feedback Deadline Date].

4. **\*\*Evaluation Meeting\*\***

We will schedule a meeting to discuss the evaluation outcomes on [Meeting Date]. Please confirm your availability.

Thank you for your cooperation in this important process.

Sincerely,

[Your Name]  
[Your Position]