

[Your Name]

[Your Position]

[Your Department]

[Your Company]

[Your Email]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Department]

[Recipient's Company]

Dear [Recipient's Name],

I am writing to provide an evaluation for [Colleague's Name], who has worked closely with me on [specific projects or responsibilities] over the past [duration].

****1. Job Performance:****

[Describe the colleague's performance in their job role, including strengths and areas for improvement.]

****2. Skills and Competencies:****

[Detail specific skills the colleague has demonstrated, such as teamwork, communication, problem-solving, etc.]

****3. Contributions to Team:****

[Highlight how the colleague has contributed to the team's success and any significant achievements.]

****4. Professional Development:****

[Discuss any progress the colleague has made in terms of professional growth and how they have embraced learning opportunities.]

****5. Summary:****

[Provide a concise summary of the overall evaluation, reiterating the colleague's strengths and contributions.]

I believe that [Colleague's Name] has proven to be a valuable asset to our team and would recommend [him/her/them] for [any relevant opportunities or responsibilities].

Thank you for considering this evaluation. Please feel free to reach out if you require further information.

Sincerely,

[Your Name]

[Your Position]