

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Job Title]

[Employee's Department]

[Company Name]

[Company Address]

Dear [Employee's Name],

Subject: Employee Evaluation

I. Introduction

- Brief overview of the evaluation period and purpose.

II. Performance Summary

- Highlights of employee's achievements and contributions.
- Areas where the employee excelled.

III. Key Competencies

- Specific skills and competencies assessed.
- Examples of performance in relation to competencies.

IV. Areas for Improvement

- Constructive feedback on areas where performance can be enhanced.
- Suggestions for development opportunities.

V. Goals for the Next Evaluation Period

- Outline of goals to be achieved before the next evaluation.
- Support and resources available to the employee.

VI. Overall Assessment

- Summary of employee's performance rating (if applicable).

Thank you for your hard work and dedication to [Company Name]. We look forward to seeing your continued growth and success.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]