

[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Date]

[Employee's Name]  
[Employee's Position]  
[Employee's Department]

Dear [Employee's Name],

Subject: Employee Evaluation Summary

I am pleased to provide you with a summary of your recent performance evaluation conducted on [Date of Evaluation].

**\*\*Performance Overview:\*\***

During this evaluation period, you demonstrated [describe key strengths, skills, and accomplishments]. Your contributions to [specific projects or tasks] have significantly impacted our team's success.

**\*\*Areas of Improvement:\*\***

There are opportunities for growth in the following areas: [list specific areas for improvement]. We encourage you to focus on these aspects to enhance your performance further.

**\*\*Goals for the Next Review Period:\*\***

For the upcoming review period, we have set the following goals:

1. [Goal 1]
2. [Goal 2]
3. [Goal 3]

**\*\*Conclusion:\*\***

Overall, your performance has been [positive/needs improvement], and we appreciate your hard work and dedication. We look forward to seeing your continued growth and success in your role.

Thank you for your contributions to [Your Company Name]. Please feel free to reach out if you have any questions or would like to discuss this evaluation in detail.

Sincerely,

[Your Name]  
[Your Position]  
[Your Contact Information]