

[Your Name]
[Your Title]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Manager's Title]
[Manager's Department]

Dear [Manager's Name],

Subject: Performance Evaluation

I hope this letter finds you well. As part of our ongoing effort to foster professional development and enhance team performance, I would like to provide you with an evaluation of your performance over the past [time period].

1. ****Strengths****
 - [Specific strength #1]
 - [Specific strength #2]
 - [Specific strength #3]
2. ****Areas for Improvement****
 - [Area of improvement #1]
 - [Area of improvement #2]
3. ****Goals for the Next Evaluation Period****
 - [Goal #1]
 - [Goal #2]

Thank you for your hard work and dedication to your role. I look forward to seeing your continued growth and contributions to the team. Please feel free to reach out if you would like to discuss this evaluation further.

Sincerely,

[Your Name]
[Your Title]
[Your Company]