

[Your Name]
[Your Position]
[Your Company/Organization]
[Date]
[Employee's Name]
[Employee's Position]
[Employee's Department]

Dear [Employee's Name],

Subject: Mid-Year Evaluation

I hope this message finds you well. As part of our ongoing commitment to professional development and performance management, I would like to take this opportunity to conduct your mid-year evaluation.

****Performance Highlights:****

- [Highlight specific achievements and contributions made by the employee. Include metrics or examples where possible.]

****Areas for Improvement:****

- [Identify specific areas where the employee can improve or develop further. Be constructive and offer support.]

****Goals for the Upcoming Period:****

- [Set specific, measurable goals for the remainder of the year. Ensure they are realistic and aligned with company objectives.]

****Feedback and Support:****

- [Encourage the employee to share their thoughts and feedback. Offer support and resources that can assist in their development.]

I appreciate your hard work and dedication over the past months. Let's schedule a time to discuss your evaluation in detail and address any questions or concerns you may have.

Thank you for your continued contributions to [Company/Organization Name].

Best regards,

[Your Name]

[Your Contact Information]