

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

Dear [Employee's Name],

I hope this letter finds you well. As part of our annual performance evaluation process, I am writing to provide you with feedback regarding your performance over the past year.

****Performance Overview****

During the evaluation period, you consistently demonstrated [specific strengths or positive attributes, e.g., leadership, teamwork, dedication]. Your contributions in [specific projects or responsibilities] were particularly noteworthy and have significantly impacted our team's success.

****Key Accomplishments****

- [Detail specific accomplishments or metrics, e.g., "Increased sales by 20% through strategic marketing initiatives."]
- [Another accomplishment, e.g., "Streamlined the workflow process, resulting in a 15% improvement in efficiency."]
- [Additional achievements as necessary.]

****Areas for Improvement****

While you have excelled in many areas, I encourage you to focus on [specific areas for improvement]. This could involve [suggest actions or goals, e.g., "enhancing your technical skills" or "developing your presentation abilities"].

****Goals for Next Year****

Looking ahead, I would like to set the following goals for you:

1. [Specific goal 1, e.g., "Complete a certification in your field."]
2. [Specific goal 2, e.g., "Lead a new project team to foster leadership skills."]
3. [Specific goal 3, e.g., "Attend at least two industry conferences."]

****Conclusion****

Thank you for your hard work and dedication over the past year. I am confident that with continued effort and focus on the outlined goals, you will achieve even greater success moving forward. Please feel free to reach out if you have any questions or wish to discuss this evaluation further.

Best regards,

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