

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Job Title]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Work Performance Evaluation

I am writing to formally evaluate your performance for the review period of [start date] to [end date]. Your contributions during this timeframe have been invaluable to our team's success.

1. ****Key Achievements****

- [Achievement 1: Description]
- [Achievement 2: Description]
- [Achievement 3: Description]

2. ****Strengths****

- [Strength 1: Description]
- [Strength 2: Description]
- [Strength 3: Description]

3. ****Areas for Improvement****

- [Area 1: Description]
- [Area 2: Description]

4. ****Goals for Next Period****

- [Goal 1: Description]
- [Goal 2: Description]
- [Goal 3: Description]

In conclusion, I would like to express my appreciation for your hard work and dedication. We look forward to seeing your continued growth and success in the upcoming evaluation period.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]