

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employee's Name]
[Employee's Position]
[Company Address]
[City, State, Zip Code]

Dear [Employee's Name],

Subject: Performance Evaluation

I hope this message finds you well. This letter serves as a formal evaluation of your performance for the review period from [start date] to [end date].

****Performance Overview:****

During this evaluation period, your contributions to the HR department have been significant. Your ability to [specific achievement or responsibility] has significantly impacted [positive outcome].

****Strengths:****

1. [Strength 1 - description]
2. [Strength 2 - description]
3. [Strength 3 - description]

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

1. [Area for Improvement 1 - description]
2. [Area for Improvement 2 - description]

****Goals for Next Review Period:****

1. [Goal 1 - description]
2. [Goal 2 - description]

****Overall Assessment:****

Based on your performance, we assess you as [performance rating: e.g., exceeds expectations, meets expectations, etc.].

Thank you for your hard work and dedication to [Company Name]. We look forward to your continued growth and contributions to our team.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]