

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

Dear [Recipient Name],

Subject: Evaluation Letter for [Employee/Project Name]

I am writing to provide an evaluation of [Employee/Project Name] in accordance with our recent performance review period.

**\*\*Overview:\*\***

[Provide a brief overview of the individual or project being evaluated. Include relevant details such as duration, scope, and objectives.]

**\*\*Key Performance Indicators:\*\***

1. [KPI 1: Description and evaluation of performance]
2. [KPI 2: Description and evaluation of performance]
3. [KPI 3: Description and evaluation of performance]

**\*\*Strengths:\*\***

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

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

- [Area 1: Explanation]
- [Area 2: Explanation]

**\*\*Conclusion:\*\***

In conclusion, [Employee/Project Name] has demonstrated [summary of performance]. We appreciate their contributions and look forward to [future expectations/next steps].

Thank you for your attention to this evaluation. Please feel free to reach out if you require any further details.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]