

[Your Name]
[Your Position]
[Department/Office Name]
[Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Department/Office Name]
[Address]
[City, State, ZIP Code]

Subject: Annual Performance Review of [IAS Officer's Name] for the Year [Year]

Dear [Recipient Name],

I am writing to provide you with the annual performance review of [IAS Officer's Name], who has served in the capacity of [Title/Position] in [Department/Office] during the assessment period from [Start Date] to [End Date].

1. ****Overview of Responsibilities****

[Briefly outline the key responsibilities and duties of the IAS officer.]

2. ****Performance Highlights****

[List notable achievements and contributions made by the officer during the review period.]

- [Achievement 1]
- [Achievement 2]
- [Achievement 3]

3. ****Skill Assessment****

[Discuss the officer's strengths, skills, and areas of expertise relevant to their role.]

4. ****Areas for Improvement****

[Identify any areas where the officer could enhance their performance or skills.]

5. ****Goals for Next Review Period****

[Outline specific goals or objectives for the officer to aim for in the coming year.]

In conclusion, [IAS Officer's Name] has demonstrated [summarize overall performance--excellent, satisfactory, needs improvement]. I recommend [state any recommendations for future roles, promotions, or development opportunities].

Thank you for reviewing this performance evaluation. Please feel free to reach out if you require further details.

Sincerely,

[Your Name]
[Your Position]
[Department/Office Name]