

[Your Name]

[Your Title]

[Your Department]

[Company Name]

[Date]

[Employee's Name]

[Employee's Title]

[Employee's Department]

Dear [Employee's Name],

Subject: Performance Evaluation Review

I am writing to provide you with your performance evaluation for the review period of [start date] to [end date].

**\*\*Performance Summary\*\***

Your overall performance during this period has been

[excellent/satisfactory/needs improvement].

**\*\*Key Strengths\*\***

1. [Strength 1: Describe a specific strength and provide an example.]

2. [Strength 2: Describe another strength and provide an example.]

3. [Strength 3: Describe one more strength and provide an example.]

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

1. [Improvement Area 1: Describe an area needing improvement and suggest ways to improve.]

2. [Improvement Area 2: Describe another area needing improvement and suggest ways to improve.]

**\*\*Goals for Next Review Period\*\***

1. [Goal 1: Outline a specific goal for the upcoming period.]

2. [Goal 2: Outline another specific goal.]

Thank you for your contributions to our team. I look forward to seeing your continued growth and success in the upcoming year.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]