

[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]