

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

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

Dear [Employee's Name],

Subject: Employee Evaluation

I hope this letter finds you well. As part of our commitment to continuous improvement and employee development, we have conducted your performance evaluation for the period of [Start Date] to [End Date].

1. **Job Performance**

- [Specific achievements and contributions]
- [Areas for improvement]

2. **Attendance and Punctuality**

- [Details about attendance record]

3. **Teamwork and Communication**

- [Feedback on collaboration and communication skills]

4. **Customer Service Skills**

- [Insights on handling customer interactions]

5. **Overall Assessment**

- [Summary of strengths and weaknesses]

We appreciate your contributions to KFC and are committed to supporting your growth. Please feel free to reach out to discuss this evaluation in more detail.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]