

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

[Employee's Name]
[Employee's Position]
[Employee's Department]

Dear [Employee's Name],

Subject: KPI Performance Evaluation

I hope this message finds you well. This letter serves as a formal evaluation of your performance based on the Key Performance Indicators (KPIs) established for your role during the assessment period of [start date] to [end date].

1. **KPI 1: [Name of KPI]**
 - Target: [Target Value]
 - Achieved: [Achieved Value]
 - Comments: [Comments on performance]
2. **KPI 2: [Name of KPI]**
 - Target: [Target Value]
 - Achieved: [Achieved Value]
 - Comments: [Comments on performance]
3. **KPI 3: [Name of KPI]**
 - Target: [Target Value]
 - Achieved: [Achieved Value]
 - Comments: [Comments on performance]

Overall, your performance during this evaluation period has been [Excellent/Satisfactory/Needs Improvement]. I appreciate your hard work and dedication to [specific project or goal].

Moving forward, I would like to discuss areas for growth, as well as opportunities for professional development. Please schedule a meeting with me at your earliest convenience.

Thank you for your continued efforts.

Sincerely,

[Your Name]
[Your Position]