

[Your Name]  
[Your Title]  
[Team/Organization Name]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Player's Name]  
[Player's Position]  
[Team Name]  
[Player's Address]  
[City, State, Zip Code]

Dear [Player's Name],

I am writing to provide you with your performance evaluation for the [Season Year] NFL season. This evaluation reflects your contributions, development, and overall impact on the team.

**\*\*Performance Overview:\*\***

1. **\*\*On-Field Performance:\*\***

- Games Played: [Number]
- Total Yards: [Yards]
- Touchdowns: [Touchdowns]
- Key Plays: [Highlight specific plays or games]

2. **\*\*Work Ethic:\*\***

- Attendance at practices: [Percentage]
- Engagement in team meetings: [Observations]
- Dedication to strength and conditioning: [Comments]

3. **\*\*Team Contribution:\*\***

- Leadership qualities demonstrated: [Examples]
- Interaction with teammates and coaching staff: [Comments]
- Role in team dynamics: [Observations]

4. **\*\*Areas for Improvement:\*\***

- [Area 1: Specific feedback]
- [Area 2: Specific feedback]
- [Area 3: Specific feedback]

**\*\*Conclusion:\*\***

Overall, your contributions to the team this season have been [Positive/Neutral/Negative]. As we move into the off-season, we encourage you to focus on [Specific areas for improvement or continued strength]. Thank you for your hard work and commitment to [Team Name]. We look forward to your continued growth and success in the upcoming season.

Sincerely,

[Your Name]  
[Your Title]  
[Team/Organization Name]