

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Job Title]

[Department]

Dear [Employee's Name],

Subject: Performance Evaluation

I am writing to provide you with your performance evaluation for the period of [Start Date] to [End Date]. Your contributions to the team have been observed and appreciated.

****Performance Summary:****

- ****Strengths:****

- [Strength 1]

- [Strength 2]

- [Strength 3]

- ****Areas for Improvement:****

- [Area for Improvement 1]

- [Area for Improvement 2]

****Goals for Upcoming Period:****

- [Goal 1]

- [Goal 2]

Overall, I want to commend you for your hard work and dedication. Your efforts have made a significant impact, and I look forward to seeing your continued growth and contributions to the team.

Please feel free to reach out if you have any questions or would like to discuss this evaluation further.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]