

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

Dear [Employee's Name],

RE: Performance Evaluation for [Year/Period]

I am writing to provide you with your performance evaluation for the [year/period]. This evaluation reflects your contributions, strengths, and areas for improvement over the past [time frame].

****Performance Overview****

During this evaluation period, you have demonstrated a high level of professionalism and dedication to your role as [Employee's Title]. Your key accomplishments include:

- [Accomplishment 1]
- [Accomplishment 2]
- [Accomplishment 3]

****Strengths****

Your strengths include:

- [Strength 1]
- [Strength 2]
- [Strength 3]

****Areas for Improvement****

While you have shown considerable strengths, there are areas where development would be beneficial:

- [Improvement Area 1]
- [Improvement Area 2]

****Goals for Next Period****

To continue your professional growth, we recommend setting the following goals for the upcoming year:

- [Goal 1]
- [Goal 2]

We appreciate your hard work and commitment to [Company Name]. Please feel free to reach out to me if you would like to discuss your evaluation further.

Sincerely,

[Your Name]
[Your Title]
[Your Company]