

[Your Name]
[Your Job Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Job Title]
[Recipient's Company Name]
[Recipient's Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: Performance Evaluation
I hope this message finds you well. I am writing to provide my evaluation
of [Employee's Name] for the performance period of [start date] to [end
date].
Overview:
[Brief overview of the employee's role and responsibilities.]
Strengths:
[List and describe strengths and achievements.]
Areas for Improvement:
[List areas that need improvement and suggestions for development.]
Goals for Next Evaluation Period:
[Describe proposed goals for the upcoming period.]
Thank you for your attention to this evaluation. I look forward to
discussing it further at our upcoming meeting.
Sincerely,
[Your Name]
[Your Job Title]
[Your Company Name]