

[Your Name]
[Your Title]
[Your Institution/Organization]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Institution/Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to provide an evaluation for [Pharmacy Technician's Name], who has been working under my supervision at [Institution/Organization Name] since [Start Date].

****Performance Evaluation****

1. ****Job Knowledge****: [Brief description of knowledge and skills related to pharmacy practices]
2. ****Technical Skills****: [Overview of technical competencies and abilities]
3. ****Communication Skills****: [Assessment of verbal and written communication skills]
4. ****Teamwork****: [Evaluation of ability to work within a team environment]
5. ****Professionalism****: [Comments on work ethic, reliability, and attitude]

****Areas for Improvement****

[Identify any areas where the pharmacy technician can improve and suggestions for development]

****Overall Recommendation****

[Summarize your overall evaluation and provide recommendations, if applicable]

Thank you for considering this evaluation. Please feel free to reach out if you have any questions or need further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Title]