

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

Dear [Employee's Name],

Subject: Performance Evaluation

I hope this message finds you well. This performance evaluation covers the period from [Start Date] to [End Date].

1. Job Knowledge and Skills

- [Detail the employee's understanding of QA methodologies, tools, and processes. Include specific examples of skills demonstrated.]

2. Quality of Work

- [Assess the quality and accuracy of the employee's work. Mention any significant projects or tasks and their outcomes.]

3. Teamwork and Collaboration

- [Evaluate the employee's ability to work within a team, including communication skills and collaboration with other departments.]

4. Problem-Solving Abilities

- [Discuss instances where the employee effectively identified and solved issues, contributing to project success.]

5. Areas for Improvement

- [Identify any areas where the employee could grow or develop further skills. Provide constructive feedback.]

6. Goals for the Next Review Period

- [Outline expected goals and objectives for the upcoming evaluation period.]

In conclusion, [Employee's Name] has shown commendable performance in their role as a QA Engineer, contributing to the overall success of our projects. I look forward to seeing continued growth and contributions in the future.

Thank you for your hard work and dedication.

Sincerely,

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