

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

[Employee Name]
[Employee Title]
[Employee Department]

Dear [Employee Name],

Subject: Performance Evaluation

I am writing to provide you with your performance evaluation for the period of [start date] to [end date].

Overview:

During this evaluation period, you have exhibited strong leadership in your role as QA Manager. Your commitment to ensuring the quality and reliability of our products has significantly contributed to our team's overall success.

Key Responsibilities and Achievements:

- **Quality Assurance Strategy**: Successfully implemented new QA strategies that increased test coverage by [percentage].
- **Team Leadership**: Led a team of [number] QA testers, providing mentorship and fostering a collaborative environment.
- **Process Improvement**: Initiated process improvements that reduced testing cycle time by [percentage], resulting in faster release times.
- **Cross-Department Collaboration**: Collaborated effectively with development and product teams to ensure product requirements were met.

Strengths:

- Strong analytical skills and attention to detail.
- Excellent communication and interpersonal skills.
- Proactive approach to problem-solving and conflict resolution.

Areas for Development:

- Continue to enhance knowledge in automation tools to further improve testing efficiency.
- Develop a training program for the QA team to stay updated with industry best practices.

Goals for Next Review Period:

- Implement additional automation testing frameworks by [specific date].
- Lead a workshop on improving defect tracking processes by [specific date].

Conclusion:

Overall, your performance has been commendable, and I appreciate your hard work and dedication. I look forward to seeing your continued growth in the upcoming evaluation period.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Title]