

[Your Name]

[Your Position]

[Your Department]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Department]

Dear [Recipient's Name],

Subject: Performance Evaluation for [Employee's Name/Position]

I am writing to provide a performance evaluation for [Employee's Name] for the review period of [start date] to [end date].

****1. Job Performance****

- [Highlight specific responsibilities and tasks of the employee.]
- [Discuss achievements and contributions made to the team or organization.]

****2. Strengths****

- [List key strengths and skills demonstrated by the employee.]
- [Provide examples of how these strengths have positively impacted work outcomes.]

****3. Areas for Improvement****

- [Identify areas where the employee can improve.]
- [Suggest actionable steps or resources to aid in their development.]

****4. Goals for Next Evaluation Period****

- [Set specific, measurable goals for the employee to achieve.]
- [Outline any professional development opportunities that can facilitate growth.]

In conclusion, [Employee's Name] has shown [summarize overall performance and potential for future growth]. I appreciate their hard work and dedication to our team.

Thank you for considering this evaluation.

Sincerely,

[Your Name]

[Your Contact Information]