

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Security Guard Performance Evaluation

I am writing to provide a performance evaluation for [Security Guard's Name], who has been a member of our security team from [Start Date] to [End Date].

**\*\*Performance Overview:\*\***

1. **\*\*Attendance and Punctuality:\*\***

[Comment on attendance and punctuality.]

2. **\*\*Communication Skills:\*\***

[Comment on effective communication.]

3. **\*\*Professionalism:\*\***

[Comment on demeanor, attire, and overall professionalism.]

4. **\*\*Response to Incidents:\*\***

[Comment on ability to handle situations and incidents.]

5. **\*\*Customer Service:\*\***

[Comment on interaction with clients and visitors.]

6. **\*\*Teamwork:\*\***

[Comment on collaboration with other team members.]

7. **\*\*Adherence to Policies:\*\***

[Comment on compliance with security protocols and policies.]

**\*\*Strengths:\*\***

[List specific strengths demonstrated by the security guard.]

**\*\*Areas for Improvement:\*\***

[List areas where there is room for growth.]

**\*\*Overall Evaluation:\*\***

[Provide an overall assessment of the guard's performance.]

We appreciate [Security Guard's Name]'s contributions to our security team and look forward to continued development and performance in the future.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

[Optional: Signature]