

[Your Name]
[Your Position]
[Your Company]
[Date]

[Employee's Name]
[Employee's Position]
[Employee's Department]

Dear [Employee's Name],

Subject: Performance Evaluation

I hope this message finds you well. As part of our ongoing efforts to assess and enhance the contributions of our team members, I would like to take this opportunity to provide you with feedback regarding your performance over the past [evaluation period, e.g., year, quarter].

1. ****Accomplishments****:

- [Detail specific achievements or projects completed successfully].
- [Highlight any recognition or awards received].

2. ****Strengths****:

- [List key strengths, skills, or behaviors that have positively impacted the team].
- [Include examples of how these strengths have benefitted the organization].

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

- [Identify areas where development is needed or could enhance performance].
- [Provide constructive feedback and suggestions for growth].

4. ****Goals for the Future****:

- [Outline specific goals or objectives for the upcoming evaluation period].
- [Encourage professional development and continuous learning].

Overall, your contributions have made a significant impact on our team, and I appreciate your hard work and dedication. I look forward to discussing your performance in further detail during our upcoming meeting on [scheduled date].

Thank you for your commitment to excellence.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]