

[Your Name]

[Your Position]

[Your Company]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

Dear [Recipient's Name],

I am writing to provide an evaluation of [Employee's Name]'s performance in their role as [Employee's Position].

* Performance Overview: [Brief summary of performance, strengths, and areas for improvement].

* Key Achievements: [List specific accomplishments or contributions].

* Recommendations: [Suggestions for development or potential next steps].

Overall, [Employee's Name] has demonstrated [general assessment], and I recommend [final recommendation].

Thank you for considering this evaluation.

Sincerely,

[Your Signature]

[Your Name]

[Your Contact Information]