

[Your Name]
[Your Position]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: PBC Evaluation for [Employee's Name]

I hope this message finds you well. I am writing to provide the evaluation for [Employee's Name] as part of the Performance-Based Compensation (PBC) process for the review period [Start Date] to [End Date].

****1. Performance Overview****

[Provide a brief overview of the employee's overall performance, including strengths and achievements.]

****2. Core Competencies****

- ****[Competency 1]**:** [Explanation of performance in this area]
- ****[Competency 2]**:** [Explanation of performance in this area]
- ****[Competency 3]**:** [Explanation of performance in this area]

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

[Highlight any areas where the employee can improve, with suggestions for development.]

****4. Summary and Recommendations****

[Summarize the overall evaluation and provide recommendations for compensation or further action.]

Thank you for your attention to this evaluation. If you have any questions or need further details, please do not hesitate to reach out.
Sincerely,

[Your Name]
[Your Position]