

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

QVC

[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my intent regarding the upcoming employee evaluations at QVC. As a dedicated member of the team, I believe that these evaluations are vital for fostering personal and professional growth among employees.

I am committed to participating in this process and look forward to receiving constructive feedback that will assist me in enhancing my contributions to QVC. Furthermore, I am eager to discuss my performance, achievements, and areas for improvement in order to align my goals with the objectives of the company.

Thank you for considering my intent, and I look forward to the evaluation process.

Sincerely,

[Your Name]
[Your Job Title]