

[Your Name]  
[Your Title]  
[Your Organization]  
[Date]  
[Employee's Name]  
[Employee's Title]  
[Employee's Department]

Dear [Employee's Name],

Subject: Performance Evaluation

I hope this message finds you well. As part of our ongoing commitment to foster professional growth and development, we would like to provide you with feedback on your performance during the evaluation period from [start date] to [end date].

1. **\*\*Performance Summary\*\***

- Key Achievements:
- [Achievement 1]
- [Achievement 2]
- Areas for Improvement:
- [Improvement Area 1]
- [Improvement Area 2]

2. **\*\*Goals for Next Period\*\***

- [Goal 1]
- [Goal 2]

3. **\*\*Overall Rating\*\***

- [Performance Rating]

We appreciate your hard work and dedication to your role. Please feel free to reach out if you would like to discuss this evaluation in more detail or set up a meeting to go over your goals.

Thank you for your continued contributions to [Organization Name].

Best regards,

[Your Name]

[Your Title]