

Team Contribution Evaluation

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Evaluation of Team Contributions

Dear [Employee Name],

I hope this message finds you well. This letter serves to evaluate your contributions to our team during the [specific time period]. We appreciate your efforts and would like to highlight several key areas of your performance.

1. Collaboration and Teamwork

Your ability to work collaboratively with your colleagues has greatly impacted our team's success. Your willingness to assist others and share knowledge fosters a positive work environment.

2. Initiative and Leadership

You have shown remarkable initiative in taking on tasks beyond your regular responsibilities. Your leadership during [specific project or task] was commendable and has inspired others in the team.

3. Problem-Solving Skills

Your analytical skills and creativity in addressing challenges have proven invaluable. The solutions you proposed during [specific incident] greatly benefited the team.

4. Achievement of Goals

During this evaluation period, you successfully met or exceeded your performance goals, specifically in [mention specific objectives or KPIs].

In conclusion, your contributions to the team have not gone unnoticed. We appreciate your hard work and dedication. Please feel free to reach out if you would like to discuss this evaluation further or if you have any questions.

Sincerely,

[Manager Name]
[Manager Title]
[Company Name]