

Team Performance Evaluation

Date: [Insert Date]

To: [Team Name]

From: [Manager's Name]

Dear Team,

As we conclude the [Time Period] performance cycle, I would like to take this opportunity to evaluate our team's performance and recognize the hard work and dedication each of you has contributed.

Performance Summary

During this evaluation period, the team has successfully achieved the following milestones:

- [Milestone 1]
- [Milestone 2]
- [Milestone 3]

Key Strengths

Our team has shown remarkable strengths in:

- [Strength 1]
- [Strength 2]
- [Strength 3]

Areas for Improvement

While we have achieved significant results, there are areas where we can improve:

- [Improvement Area 1]
- [Improvement Area 2]

Goals for Next Evaluation Period

Looking ahead, I encourage you to focus on the following goals:

- [Goal 1]
- [Goal 2]

Thank you for your hard work and commitment. I look forward to seeing what we can achieve together in the upcoming months.

Sincerely,

[Manager's Name]

[Manager's Title]