

KPI Evaluation for Performance Review

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Performance Review and KPI Evaluation

Dear [Employee's Name],

As part of our regular performance review process, I have evaluated your performance against the key performance indicators (KPIs) outlined at the beginning of the review period. Below are the key areas we assessed:

KPI Evaluation Summary

KPI	Target	Achieved	Comments
KPI 1: [Insert KPI]	[Insert Target]	[Insert Achieved]	[Insert Comments]
KPI 2: [Insert KPI]	[Insert Target]	[Insert Achieved]	[Insert Comments]
KPI 3: [Insert KPI]	[Insert Target]	[Insert Achieved]	[Insert Comments]

Overall, your performance over the review period has been [Insert Overall Evaluation].

We appreciate your hard work and dedication to your role. Please feel free to reach out if you have any questions regarding this evaluation or wish to discuss your performance further.

Best regards,

[Manager's Name]

[Manager's Position]

[Company Name]