

Prolonged Service Evaluation Offer

Date: [Insert Date]

To: [Employee Name]

Address: [Employee Address]

Dear [Employee Name],

We are pleased to inform you that you have been selected for a prolonged service evaluation due to your continued commitment and outstanding performance within [Company Name]. This evaluation will aim to assess your contributions and provide feedback for your professional development.

The evaluation process will begin on [Start Date] and will include the following components:

- Performance Review
- Goal Setting and Career Development Discussion
- Feedback from Peers and Supervisors

We believe this initiative will further enhance your skills and provide valuable insights for your career growth. Please confirm your acceptance of this opportunity by [Response Deadline].

Thank you for your hard work and dedication to [Company Name]. We look forward to your continued success.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]