

Medical Coding Performance Evaluation Update

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Performance Evaluation Update

Dear [Employee's Name],

I hope this message finds you well. As part of our ongoing efforts to ensure the highest standards in medical coding, I am writing to provide you with an update regarding your performance evaluation.

Over the past [insert time frame], you have [describe specific accomplishments, improvements, or areas where the employee has excelled]. This has had a significant positive impact on our team's overall performance and coding accuracy.

However, I would also like to address some areas for improvement. [Identify specific areas where improvement is needed and suggest ways to enhance performance].

We are committed to supporting your professional growth and will provide additional resources, including [mention any training, mentorship, or workshops available].

Please feel free to reach out if you have any questions or if you would like to discuss your performance evaluation in more detail.

Thank you for your hard work and dedication to our team.

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]