

Service Performance Evaluation

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Service Performance Evaluation

Dear [Employee's Name],

We are conducting a performance evaluation for your service over the past [insert time period]. This evaluation aims to assess your contributions, strengths, and areas for improvement.

Performance Summary

[Insert summary of performance, including specific achievements and metrics]

Strengths

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

Areas for Improvement

- [Area 1]
- [Area 2]
- [Area 3]

We appreciate your efforts and are looking forward to your continued growth and contributions. Please feel free to reach out if you have any questions or need further clarification.

Sincerely,

[Your Name]

[Your Position]

[Your Company]