

Member Performance Criteria Evaluation

Date: [Insert Date]

To: [Member's Name]

From: [Your Name/Department]

Subject: Performance Evaluation Criteria

Dear [Member's Name],

We are pleased to inform you about the performance criteria that will be used to evaluate your contributions to the team during the upcoming review period. The following criteria will be taken into consideration:

- **Quality of Work:** Assessing accuracy, thoroughness, and functionality of deliverables.
- **Timeliness:** Ability to meet deadlines and manage time effectively.
- **Teamwork:** Collaboration and communication with fellow members and departments.
- **Initiative:** Willingness to take on challenges and proactively suggest improvements.
- **Adherence to Policies:** Compliance with organizational procedures and guidelines.

Please review these criteria and feel free to reach out if you have any questions or concerns. We look forward to your continued contributions and growth within the organization.

Best Regards,

[Your Name]

[Your Position]

[Your Company/Organization]