

Yearly Productivity Evaluation

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Position: [Insert Position]

Department: [Insert Department]

Dear [Employee Name],

As part of our annual review process, we have completed a thorough evaluation of your productivity over the past year. We appreciate your hard work and dedication to your role within the team.

Key Performance Highlights:

- [Highlight 1]
- [Highlight 2]
- [Highlight 3]

Areas for Improvement:

- [Improvement Area 1]
- [Improvement Area 2]

Based on this evaluation, we encourage you to set specific goals for the upcoming year to enhance your performance further. We are committed to supporting you in this process and will provide the necessary resources to help you succeed.

Thank you for your contributions to our team. We look forward to seeing your continued growth and success.

Sincerely,

[Your Name]

[Your Position]

[Company Name]