

Productivity KPI Evaluation

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Performance Evaluation of Productivity KPIs

Dear [Employee Name],

I hope this message finds you well. As part of our ongoing commitment to performance management, we have conducted an evaluation of your productivity KPIs for the [Insert Time Period].

Performance Overview

- **KPI 1:** [Description] - [Outcome]
- **KPI 2:** [Description] - [Outcome]
- **KPI 3:** [Description] - [Outcome]

Strengths

[Highlight the employee's strengths based on the evaluation]

Areas for Improvement

[Identify any areas where improvement is needed]

Next Steps

We encourage you to set up a meeting for further discussion on how we can continue to support your goals and enhance productivity.

Thank you for your hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

[Company Name]