

# Work Output Evaluation

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Evaluation of Work Output

Dear [Employee's Name],

We are writing to evaluate your work output for the period of [Insert Timeframe]. During this time, we have observed several key points regarding your performance:

- Quality of Work: [Insert Comments]
- Timeliness: [Insert Comments]
- Collaboration: [Insert Comments]
- Areas for Improvement: [Insert Comments]

Overall, your performance has [Insert Overall Remarks]. Moving forward, we encourage you to [Insert Suggestions].

Thank you for your hard work and dedication.

Sincerely,

[Manager's Name]

[Title]

[Company Name]