

Performance Evaluation Feedback

Date: [Insert Date]

To: [Employee Name]

From: [Evaluator's Name]

Subject: Performance Evaluation Feedback

Dear [Employee Name],

We appreciate your hard work and dedication over the past evaluation period. Please find below some feedback regarding your performance:

Strengths:

- [Highlight a specific strength]
- [Highlight another strength]
- [Provide a positive achievement]

Areas for Improvement:

- [Identify an area for improvement]
- [Suggest another area for development]

Goals for Next Evaluation Period:

- [Set a goal]
- [Set another goal]

Thank you for your contributions to the team. We look forward to your continued growth and success. Please feel free to reach out if you have any questions or would like to discuss this feedback further.

Sincerely,

[Evaluator's Name]

[Position]

[Company Name]