

Performance Evaluation Policy Clarification

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Clarification of Performance Evaluation Policy

Dear [Employee's Name],

I hope this message finds you well. I am writing to clarify some aspects of our performance evaluation policy following our recent discussions.

As outlined in our company policy, performance evaluations are conducted on an annual basis and review the following areas:

- Achievement of Goals
- Quality of Work
- Collaboration and Teamwork
- Professional Development

If you have any questions or require further clarification regarding this process, please do not hesitate to reach out. It is important to us that you feel informed and supported throughout your evaluation.

Thank you for your continued hard work and dedication.

Sincerely,

[Manager's Name]

[Manager's Position]

[Company Name]