

Consultancy Performance Evaluation Report

Date: [Insert Date]

To: [Consultant's Name]

From: [Your Name]

Subject: Performance Evaluation Report

1. Introduction

This report evaluates the performance of [Consultant's Name] during the consultancy period from [Start Date] to [End Date].

2. Objectives

The primary objectives of the consultancy were to:

- [Objective 1]
- [Objective 2]
- [Objective 3]

3. Performance Evaluation

The performance areas assessed include:

- Quality of Work: [Insert Evaluation]
- Timeliness: [Insert Evaluation]
- Communication: [Insert Evaluation]

4. Strengths

[Highlight the strengths of the consultant]

5. Areas for Improvement

[Highlight the areas where improvement is needed]

6. Conclusion

Overall, [Consultant's Name] has shown [insert summary of performance], and we recommend [further actions or next steps].

7. Signatures

[Your Name]

[Your Title]

[Your Organization]