

Freelance Capacity Planning for Performance Evaluation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Client's Name]

[Client's Company/Organization]

[Client's Address]

[City, State, Zip Code]

Subject: Capacity Planning for Performance Evaluation

Dear [Client's Name],

I hope this message finds you well. As part of our ongoing collaboration, I would like to present a capacity planning outline to facilitate the performance evaluation for the upcoming project period.

1. Project Overview

[Briefly describe the project and its objectives]

2. Capacity Requirements

[Detail the required resources, including time and skills]

3. Performance Metrics

[Outline the key performance indicators to evaluate effectiveness]

4. Timeline and Milestones

[Provide a timeline with key milestones for the project]

5. Conclusion

I am looking forward to discussing this capacity planning document with you and receiving your feedback. It is my goal to ensure we meet the project objectives effectively.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Profession]