

End-of-Year Business Performance Evaluation

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name, Position]

Subject: Year-End Performance Evaluation

Dear [Employee's Name],

As we close out the year, I want to take a moment to reflect on your performance over the past twelve months. Your contributions have been valuable, and I appreciate the hard work and dedication you've shown.

Key Achievements:

- [Achievement 1]
- [Achievement 2]
- [Achievement 3]

Areas for Improvement:

- [Improvement Area 1]
- [Improvement Area 2]
- [Improvement Area 3]

Looking ahead, I would like to discuss your goals for the upcoming year. Let's set a meeting to talk about your aspirations and how we can support your growth within the company.

Thank you for your hard work and commitment. I am looking forward to another successful year together!

Sincerely,

[Your Name]

[Your Title]