

Team Collaboration Performance Evaluation

Date: [Insert Date]

To: [Team Member's Name]

From: [Your Name]

Subject: Performance Evaluation of Team Collaboration

Dear [Team Member's Name],

As part of our ongoing commitment to fostering a collaborative work environment, we are conducting performance evaluations for all team members. This letter summarizes your contributions and performance in team collaboration over the past [Insert Time Period].

Strengths:

- [Strength 1: e.g., Strong communication skills]
- [Strength 2: e.g., Reliability in meeting deadlines]
- [Strength 3: e.g., Ability to encourage team participation]

Areas for Improvement:

- [Area 1: e.g., Increasing engagement in discussions]
- [Area 2: e.g., Being more open to feedback]

Goals for Next Period:

- [Goal 1: e.g., Attend all team brainstorming sessions]
- [Goal 2: e.g., Provide constructive feedback to peers]

Thank you for your hard work and dedication to our team. We look forward to seeing your continued growth and contribution in the upcoming months.

Best regards,

[Your Name]

[Your Position]