

Letter of Acknowledgment for Performance Evaluation

Date: [Insert Date]

To: [Employee's Name]

Subject: Acknowledgment of Performance Evaluation

Dear [Employee's Name],

I would like to take a moment to acknowledge the recent performance evaluation we conducted on [Insert Date of Evaluation]. During this evaluation, it was noted that your performance fell below our expected standards in several key areas.

We appreciate your contributions to the team, and we believe that with focused effort, you can improve in these areas. We will be setting up a meeting to discuss a performance improvement plan and provide you with the necessary support to reach your goals.

Your development is important to us, and we are committed to working together to ensure your success moving forward.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]