

Follow-Up on Performance Evaluation Outcomes

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Follow-Up on Performance Evaluation

Dear [Employee's Name],

I hope this message finds you well. I wanted to take a moment to follow up on our recent performance evaluation discussion held on [Insert Date of Evaluation].

During our meeting, we highlighted several key areas regarding your performance, including:

- Strengths: [Insert strength areas]
- Areas for Improvement: [Insert areas for improvement]
- Goals for the Next Review Period: [Insert goals]

I appreciate your openness during our conversation and your commitment to growth. If you have any questions or need further clarification on any of the topics we discussed, please feel free to reach out.

Additionally, I am here to support you in your initiatives and ensure you have the necessary resources to achieve your goals. Let's schedule a follow-up meeting for [Insert Proposed Date] to check on your progress and discuss any new ideas you may have.

Thank you for your hard work and dedication. I look forward to seeing your continued growth.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]