

Letter of Acknowledgment for Upcoming Performance Evaluation

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Acknowledgment of Upcoming Performance Evaluation

Dear [Employee's Name],

I hope this message finds you well. I am writing to formally acknowledge your upcoming performance evaluation scheduled for [Insert Date and Time]. This evaluation is an important opportunity for us to discuss your accomplishments, areas for improvement, and future goals within the team.

Please come prepared to discuss your contributions over the past evaluation period and any feedback you might have. If you have any specific topics you would like to address, feel free to share them with me in advance.

Thank you for your hard work and dedication. I look forward to our conversation.

Best regards,

[Manager's Name]
[Manager's Position]
[Company Name]