

Performance Evaluation for [Employee Name]

Date: [Insert Date]

Dear [Employee Name],

This letter serves as your performance evaluation for the period of [insert evaluation period]. Your contributions to [Social Service Agency Name] have been invaluable in meeting our mission and supporting our clients.

Performance Overview

Your performance has been assessed based on the following key areas:

- **Client Engagement:** [Comments on employee's engagement with clients]
- **Collaboration:** [Comments on teamwork and collaboration with staff]
- **Professional Development:** [Comments on personal and professional growth]
- **Outcome Achievement:** [Comments on goals met and outcomes achieved]

Strengths

[List specific strengths and accomplishments]

Areas for Improvement

[List specific areas for improvement]

Goals for Next Period

For the upcoming evaluation period, we encourage you to focus on the following goals:

- [Goal 1]
- [Goal 2]
- [Goal 3]

We appreciate your dedication to our agency and your commitment to the people we serve. Please feel free to reach out if you have any questions regarding your evaluation.

Sincerely,

[Evaluator Name]

[Evaluator Title]

[Social Service Agency Name]