

# Letter of Evaluation

Date: [Insert Date]

To: [Employee's Name]  
[Employee's Position]  
[Company Name]  
[Company Address]

Dear [Employee's Name],

We are writing to formally address our concerns regarding your recent service performance. After a thorough evaluation of your work over the past [insert time period], it has come to our attention that several aspects have not met the expected standards.

Specific areas of concern include:

- [Concern 1]
- [Concern 2]
- [Concern 3]

We value your contribution to the team and believe that with the right support and guidance, you can improve in these areas. Therefore, we would like to discuss an action plan to help you get back on track.

Please schedule a meeting with your supervisor by [insert deadline] to discuss this matter further.

Thank you for your attention to this important issue.

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]