

Follow-Up on Performance Evaluation

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 the performance evaluation we conducted on [Insert Evaluation Date]. I appreciate your contributions and efforts over the past year, and I am here to support you as we move forward.

If you have any questions or would like to discuss your evaluation further, please feel free to reach out. I am more than happy to provide additional feedback or guidance on areas for growth and improvement.

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

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]