

# Performance Evaluation Results

Date: [Insert Date]

To: [Candidate's Name]

Address: [Candidate's Address]

Dear [Candidate's Name],

Thank you for participating in the performance evaluation for the [Job Title] position. We appreciate the effort you put into the evaluation process and your thoughtful responses.

After careful consideration, we regret to inform you that your performance did not meet our expectations for this role. Some areas where we found opportunities for improvement include:

- Area of improvement 1
- Area of improvement 2
- Area of improvement 3

We encourage you to continue developing your skills and exploring other opportunities within or outside of our organization. Your contributions are valued, and we hope you will consider applying for future openings that align more closely with your skill set.

Thank you once again for your interest in joining our team. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]