

# Performance Evaluation Discussion

Dear [Employee's Name],

I hope this message finds you well. As you approach the end of your probation period, I would like to discuss the performance evaluation criteria that will be used to assess your progress and contributions to the team.

## Evaluation Criteria

- **Quality of Work:** Consistency and accuracy of completed tasks.
- **Time Management:** Ability to prioritize and meet deadlines.
- **Team Collaboration:** Interaction with team members and contribution to group efforts.
- **Adaptability:** Response to feedback and changes within the role.
- **Communication Skills:** Effectiveness in conveying information both verbally and in writing.

We will schedule a meeting to discuss your performance in detail and address any questions you may have. Please feel free to share any areas where you believe you excelled or could improve.

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]