

Performance Evaluation Collaboration

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Collaboration on Performance Evaluation

Dear [Employee's Name],

As part of our ongoing performance evaluation process, I would like to invite you to collaborate on your upcoming performance review. This is an opportunity for you to provide input and reflect on your achievements and areas for growth over the past year.

Please take some time to prepare your thoughts on the following:

- Your key accomplishments and contributions to the team
- Challenges you faced and how you addressed them
- Goals you would like to set for the upcoming year

We can schedule a meeting to discuss this further. Please let me know your availability for the upcoming week.

Thank you for your hard work and dedication.

Sincerely,

[Manager's Name]

[Position]

[Company Name]