

Negotiation Performance Evaluation

Dear [Employee's Name],

I hope this message finds you well. As part of our ongoing commitment to professional development, we have conducted a thorough evaluation of your negotiation performance during the recent [specific project or time period].

Evaluation Summary

- **Preparation:** [Summary of performance]
- **Communication Skills:** [Summary of performance]
- **Persuasiveness:** [Summary of performance]
- **Outcome Achieved:** [Summary of performance]

Strengths

[Highlight specific strengths observed during the negotiation process]

Areas for Improvement

[Discuss any areas where improvement is needed]

Next Steps

We encourage you to [suggest steps for development or follow-up actions]. Please feel free to reach out if you wish to discuss this evaluation further.

Thank you for your hard work and contribution.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]