

# Performance Standards Evaluation

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Department Name]

From: [Evaluator's Name]

Subject: Performance Standards Evaluation

**Dear [Employee Name],**

We are writing to inform you of the performance standards evaluation conducted for your role as [Employee Position] for the period of [Start Date] to [End Date]. This evaluation aims to provide feedback on your job performance and identify areas for improvement.

## Performance Standards

- **Quality of Work:** [Comments on quality]
- **Productivity:** [Comments on productivity]
- **Communication:** [Comments on communication]
- **Teamwork:** [Comments on teamwork]
- **Adherence to Deadlines:** [Comments on deadlines]

## Strengths

[List of strengths observed during the evaluation]

## Areas for Improvement

[List of areas for improvement]

## Future Goals

[Set specific goals for the next review period]

We appreciate your dedication and hard work and look forward to your continued growth and contribution to our team. If you have any questions or would like to discuss this evaluation further, please do not hesitate to reach out.

Sincerely,

[Evaluator's Name]

[Evaluator's Position]

[Company Name]

[Contact Information]