

Performance Evaluation

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Performance Evaluation for [Review Period]

Dear [Employee's Name],

As part of our regular performance evaluation process, I would like to take this opportunity to review your performance during the period of [Start Date] to [End Date].

Key Performance Areas

- **Quality of Work:** [Comments on quality]
- **Productivity:** [Comments on productivity]
- **Teamwork:** [Comments on teamwork]
- **Initiative:** [Comments on initiative]

Achievements

[Outline any key achievements and contributions made by the employee]

Areas for Improvement

[Identify areas where the employee can improve or develop further]

Overall, your performance during this review period has been [summary of performance].

Thank you for your hard work and dedication. If you have any questions or would like to discuss this evaluation further, please feel free to reach out.

Sincerely,

[Manager's Name]

[Manager's Title]