

IT Backup Performance Evaluation Session

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Performance Evaluation - IT Backup Operations

Dear [Employee's Name],

We would like to schedule a performance evaluation session to assess your contributions and effectiveness in our IT backup operations. This evaluation will provide an opportunity to discuss your performance, address any concerns, and set goals for future development.

Details of the session:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location / Virtual Link]

Please prepare any relevant documentation or reports that illustrate your work and achievements over the past evaluation period.

Thank you for your hard work and dedication to our IT team. We look forward to our meeting.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]