

# Consultancy Feedback Evaluation

Date: [Insert Date]

To: [Consultant's Name]

From: [Evaluator's Name]

Subject: Performance Feedback Evaluation

## 1. Introduction

Dear [Consultant's Name],

We appreciate your efforts and dedication during the consultancy period. This feedback evaluation aims to track your performance and provide insights for future improvement.

## 2. Evaluation Criteria

- Quality of Work
- Communication Skills
- Timeliness
- Problem-Solving Skills
- Overall Professionalism

## 3. Feedback Summary

**Quality of Work:** [Insert Feedback]

**Communication Skills:** [Insert Feedback]

**Timeliness:** [Insert Feedback]

**Problem-Solving Skills:** [Insert Feedback]

**Overall Professionalism:** [Insert Feedback]

## 4. Recommendations

Based on this evaluation, we recommend the following steps for your continued development:

- [Recommendation 1]
- [Recommendation 2]

- [Recommendation 3]

## **5. Conclusion**

Thank you for your contributions. We look forward to seeing your growth and the positive impact of your work in the upcoming projects.

Best Regards,

**[Evaluator's Name]**

[Evaluator's Position]

[Company/Organization Name]