

# Performance Evaluation Criteria

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Performance Evaluation Criteria

Dear [Employee Name],

As part of our ongoing commitment to employee development and performance management, I would like to outline the criteria that will be used for your upcoming performance evaluation. The evaluation will take place on [Insert Evaluation Date].

## Performance Evaluation Criteria

- **Quality of Work:** Accuracy, thoroughness, and attention to detail.
- **Productivity:** Volume of work produced, efficiency, and time management.
- **Teamwork:** Ability to collaborate and contribute to team efforts.
- **Communication:** Clarity, effectiveness, and professionalism in communication.
- **Initiative:** Proactivity in taking on new tasks and responsibilities.
- **Adaptability:** Flexibility in handling changing priorities and challenges.
- **Goal Achievement:** Accomplishment of established objectives and targets.

Please take some time to reflect on these criteria before our evaluation meeting. I encourage you to prepare examples of your work that demonstrate these performance areas.

If you have any questions or need further clarification, feel free to reach out to me before the evaluation date.

Thank you for your hard work and dedication.

Sincerely,

[Manager Name]

[Manager Title]

[Company Name]