

Workforce Evaluation Notice

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Employee Department]

Dear [Employee Name],

This notice is to inform you that a workforce evaluation will take place on [Insert Date of Evaluation]. This evaluation is designed to assess your performance, contributions, and areas for improvement.

Please prepare any relevant documentation or reports that may support your evaluation process. The evaluation meeting will be conducted by [Evaluator's Name/Title] at [Time] in [Location].

If you have any questions or concerns regarding the evaluation, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]