

Fiscal Year-End Evaluation

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Fiscal Year-End Evaluation

Dear [Employee's Name],

As we conclude the fiscal year, it is important to reflect on your performance and contributions to our team. This evaluation aims to highlight your achievements and areas for growth over the past year.

Performance Highlights

- [Achievement 1]
- [Achievement 2]
- [Achievement 3]

Areas for Improvement

- [Improvement Area 1]
- [Improvement Area 2]

Moving forward, we encourage you to set specific goals for the upcoming year. This will help guide your professional development and align with our team's objectives.

Thank you for your hard work and dedication. We look forward to another successful year together.

Best regards,

[Manager's Name]

[Company Name]