

Performance Metrics Evaluation Document

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Performance Metrics Evaluation

Introduction

This document serves to evaluate your performance metrics over the past [insert period]. The purpose of this evaluation is to provide constructive feedback and identify areas for improvement.

Performance Metrics Overview

Metric	Target	Achieved	Comments
Sales Growth	10%	[Insert Achieved Percentage]	[Insert Comments]
Customer Satisfaction	90%	[Insert Achieved Percentage]	[Insert Comments]
Project Completion	100%	[Insert Achieved Percentage]	[Insert Comments]

Strengths

[Insert strengths observed during the evaluation period]

Areas for Improvement

[Insert areas for improvement]

Action Plan

[Insert action plan for the next evaluation period]

Conclusion

Thank you for your hard work and dedication. We look forward to your continued growth and success.

Sincerely,

[Manager Name]

[Manager Title]