

Performance Evaluation Outcome

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Dear [Employee's Name],

We are pleased to share the results of your recent performance evaluation conducted on [insert date]. Your contributions over the past [insert timeframe] have been instrumental in achieving our organizational goals.

Performance Summary

Your evaluation results are summarized as follows:

- **Key Strengths:** [List key strengths]
- **Areas for Improvement:** [List areas for improvement]
- **Goals for Next Review Period:** [List goals]

Overall Rating

Your overall performance rating is: [Insert Rating]

We appreciate your hard work and dedication. We encourage you to focus on the identified areas for improvement and look forward to your continued growth and success within the company.

If you have any questions or would like to discuss your evaluation further, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]