

# Employee Concept Evaluation

Date: [Insert Date]

To: [Employee's Name]

From: [Evaluator's Name]

Subject: Concept Evaluation for [Concept Name]

Dear [Employee's Name],

We have completed the evaluation of your proposed concept, [Concept Name]. Below are the key points we considered during our assessment:

## Evaluation Criteria

- **Innovation:** [Details]
- **Feasibility:** [Details]
- **Alignment with Company Goals:** [Details]
- **Potential Impact:** [Details]

## Overall Feedback

[Insert summary of the evaluation and overall feedback]

## Next Steps

[Insert any next steps, whether it's approval, modification requests, etc.]

Thank you for your hard work and dedication to this project. We look forward to your continued contributions.

Sincerely,

[Evaluator's Name]

[Evaluator's Position]