

# Employee Proposal Evaluation

Date: [Insert Date]

To: [Employee's Name]

From: [Evaluator's Name]

Subject: Evaluation of Proposal Submission

Dear [Employee's Name],

Thank you for submitting your proposal titled "[Proposal Title]" on [Submission Date]. We appreciate the time and effort you have dedicated to developing this proposal.

## Evaluation Summary

Your proposal has been evaluated based on the following criteria:

- Relevance to Company Goals
- Feasibility
- Potential Impact
- Cost-effectiveness

## Evaluation Results

Overall Score: [Insert Score]

Comments:

- [Comment 1]
- [Comment 2]
- [Comment 3]

Please feel free to reach out if you have any questions or require further feedback on your proposal.

Best regards,

[Evaluator's Name]

[Evaluator's Position]

[Company Name]