

Digital Proposal for Performance Evaluation

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Proposal for Performance Evaluation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a comprehensive performance evaluation for [Employee/Team/Department Name] to assess our current capabilities and identify areas for improvement.

Objectives of the evaluation:

- Assess individual and team performance against established goals.
- Identify strengths and areas for development.
- Provide actionable feedback to enhance overall performance.

Proposed methodology:

1. Data collection through surveys and performance metrics.
2. One-on-one interviews with team members.
3. Review of past performance evaluations.

The timeline for this evaluation is projected to be [X weeks/months], starting from [Start Date] to [End Date].

I believe this performance evaluation will provide valuable insights and support our continuous improvement efforts. Please let me know a convenient time for us to discuss this proposal further.

Thank you for considering this proposal. I look forward to your feedback.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]