

# Performance Evaluation Concern

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Performance Evaluation Discussion

Dear [Employee's Name],

I hope this message finds you well. I am writing to discuss some concerns that have arisen regarding your recent performance evaluations. It is important for us to address these issues to ensure your continued growth and success within the company.

Specifically, I have noticed the following areas that require improvement:

- [Area of Concern 1]
- [Area of Concern 2]
- [Area of Concern 3]

I would like to schedule a meeting to discuss these concerns in more detail and explore ways we can work together to enhance your performance. Please let me know your availability for the coming week.

Thank you for your attention to this matter, and I look forward to our conversation.

Sincerely,

[Manager's Name]

[Manager's Job Title]

[Company Name]