

Teamwork Performance Evaluation

Date: [Insert Date]

To: [Employee Name]

From: [Evaluator Name]

Subject: Performance Evaluation - Teamwork

Evaluation Summary

Dear [Employee Name],

This letter serves to provide you with feedback on your performance in teamwork for the evaluation period of [Insert Period]. Your role in the team has been significant, and we appreciate your contributions.

Key Strengths:

- Effective communication with team members.
- Ability to listen and incorporate feedback.
- Willingness to support others in achieving team goals.

Areas for Improvement:

- Encouraging quieter team members to share their ideas.
- Enhancing conflict resolution skills.

Goals for the Next Evaluation Period:

- Participate in team-building activities.
- Facilitate at least one team meeting to foster collaboration.

We look forward to seeing your continued growth and contributions to the team. Thank you for your hard work.

Sincerely,

[Evaluator Name]

[Evaluator Position]