

# Team Member Evaluation

Date: [Insert Date]

To: [Employee Name]

From: [Evaluator Name]

Subject: Performance Evaluation

Dear [Employee Name],

I would like to take this opportunity to provide you with an evaluation of your performance over the past [time period]. Your contributions to the team have been invaluable, and this assessment aims to highlight your strengths as well as areas for improvement.

## Strengths

- [Strength 1]
- [Strength 2]
- [Strength 3]

## Areas for Improvement

- [Improvement Area 1]
- [Improvement Area 2]
- [Improvement Area 3]

Overall, your dedication and hard work have made a significant impact on our team's success. I encourage you to continue striving for excellence and take the necessary steps towards your professional growth.

Thank you for your contributions and commitment.

Sincerely,

[Evaluator Name]

[Title]

[Company Name]