

Career Progress Evaluation

Date: [Insert Date]

To: [Employee Name]

From: [Manager's Name]

Subject: Career Progress Evaluation

Dear [Employee Name],

As part of our ongoing commitment to employee development and performance improvement, we have conducted a comprehensive evaluation of your career progress within our organization.

Performance Overview

During the evaluation period, you have demonstrated significant strengths in:

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

Areas for Improvement

We have identified several areas where further development may be beneficial:

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

Goals for the Next Evaluation Period

To support your growth, please focus on the following goals:

- [Goal 1]
- [Goal 2]
- [Goal 3]

We appreciate your hard work and dedication to your role. Please feel free to reach out if you have any questions regarding this evaluation or wish to discuss further development opportunities.

Best regards,

[Manager's Name]

[Manager's Title]

[Company Name]