

# Employee Evaluation Talk for Professional Development

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Position: [Insert Position]

Manager Name: [Insert Manager Name]

## Introduction

Dear [Employee Name],

As part of our commitment to your professional growth, I would like to schedule a time to discuss your performance and career development.

## Evaluation Highlights

During this discussion, we will cover:

- Your achievements over the past [Insert Time Period]
- Areas for improvement
- Your career aspirations and goals
- Professional development opportunities

## Proposed Meeting Details

Please let me know your availability for a meeting between [Insert Date Range] so we can discuss these points in detail.

## Conclusion

Thank you for your hard work and dedication. I look forward to our conversation and to continuing to support your professional journey.

Best Regards,

[Manager Name]

[Manager Position]