

# Job Performance Introduction

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Introduction to Job Performance Evaluation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to introduce the upcoming performance evaluation period for [Employee's Name/Department Name]. This review will encompass various aspects of job performance, including accomplishments, areas for improvement, and overall contributions to our team's objectives.

We will be looking at key performance indicators, feedback from peers and supervisors, and individual professional development goals. The aim is to provide a constructive feedback loop that encourages growth and aligns with our organizational goals.

Please feel free to reach out if you have any questions or require further information regarding the evaluation process.

Thank you for your attention.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]