

# Performance Evaluation Introduction

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Performance Evaluation Introduction

Dear [Employee's Name],

As part of our ongoing commitment to employee development and growth, we will be conducting a performance evaluation for you during the upcoming [insert evaluation period]. This evaluation aims to assess your accomplishments, areas for improvement, and overall contributions to the team and organization.

We appreciate your dedication and hard work this past year, and this evaluation will serve as an opportunity for constructive feedback and professional development.

Please take some time to reflect on your achievements and any challenges you may have encountered. We look forward to discussing your progress and goals in our meeting scheduled for [insert date and time].

Thank you for your continued efforts and commitment to excellence.

Sincerely,  
[Manager's Name]  
[Manager's Title]