

[Date]

[Employee Name]

[Job Title]

[Department]

Subject: Final Performance Evaluation Report

Dear [Employee Name],

Please find attached your final performance evaluation for the review period of [Start Date] to [End Date]. This document summarizes your key accomplishments, areas of proficiency, and opportunities for future professional growth.

This evaluation is the final record of your performance during this cycle. It reflects the discussions we held during our recent review meeting regarding your goals and contributions to the team.

Please review the attached report carefully. Once you have read it, please sign and return a copy to the Human Resources Department by [Deadline Date] to be placed in your permanent personnel file. Your signature acknowledges that you have received and discussed the evaluation; it does not necessarily indicate total agreement with the contents.

If you have any questions regarding the feedback or the next steps in your development plan, please feel free to schedule a follow-up meeting with me.

Thank you for your hard work and dedication to the organization.

Sincerely,

[Manager Signature]

[Manager Name]

[Manager Title]

Attachment: Performance Evaluation Report