

[Date]

[Employee Name]

[Job Title]

[Department]

Dear [Employee Name],

Subject: Acknowledgment of Outstanding Performance Evaluation

I am writing to formally acknowledge the results of your performance evaluation for the period of [Start Date] to [End Date]. It is a pleasure to confirm that you have received an overall rating of "Outstanding."

This rating reflects your exceptional contributions to the team and your commitment to excellence. Specifically, we would like to highlight your achievements in [Specific Project or Metric], as well as your consistent ability to exceed expectations in [Key Competency or Responsibility].

Your hard work, initiative, and positive attitude have a significant impact on our department's success. We truly value your dedication to [Company Name].

As a result of this evaluation, your compensation and/or title will be updated as follows: [Insert Details regarding Raise/Bonus/Promotion, or delete if not applicable].

Thank you for your continued excellence. We look forward to your future contributions.

Sincerely,

[Your Name]

[Your Title]

[Company Name]