

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Company
	Date	Address Line 1
Name		Address Line 2
Address Line		City, State Zip Code
City, State Zip Code		

Re: Request for Complete Performance Evaluation

Dear :

In order to prepare for your yearly evaluation, I am requesting that you complete the performance evaluation sent to you as soon as possible. Once I have your completed evaluation, I will schedule a time that we can meet and discuss the results.

Sincerely,

N A M E