

## From the Desk of [Evaluating Supervisor]

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**TO:** Staff  
**RE:** Staff Evaluations  
**DATE:**

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Enclosed in this packet are the documents for your [date] evaluation. Please see [name] to schedule your evaluation time.

In this packet you will find:

- 1) **Job Description**  
Please review it for accuracy. If you see any changes that you would like to recommend, please bring them with you to your evaluation.
- 2) **Compensation and Benefits Summary**  
This is your current summary. As yet, no increases for the coming year are reflected on this summary. Please review it for accuracy.
- 3) **Performance Evaluation**  
Please fill out this copy and bring it with you to the evaluation along with your Job Description and Compensation and Benefits Summary.