

## **MEMORANDUM**

**TO:** \_\_\_\_\_

**FROM:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**CC:** \_\_\_\_\_

**SUBJECT:** Mid-Cycle – Overall Rating: ☐ Satisfactory ☐ Outstanding

\_\_\_\_\_  
This memo is to confirm your mid-cycle evaluation meeting that took place on \_\_\_\_\_.

Your performance was rated for the evaluation period \_\_\_\_\_.  
As you can see from your Overall Rating above, you have exhibited satisfactory job performance or better, meeting or exceeding the required and expected results for your position.

Your contributions to our agency and our department are invaluable.

### **Comments:**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_