

June 30, 2014

Dear Employer,

It will soon be the end of the third nine weeks of school and once again time for student/worker evaluation. Please take time to complete the enclosed evaluation form. I really appreciate your input and feel that it is an important factor in determining grades as well as providing feedback to the students about their performance at work.

Please complete the enclosed evaluation and return by *(date)*. Comments are appreciated, but not required.

Thanks again,

*(Teacher’s name)*

Family and Consumer Sciences instructor

Enc: Employee Review Form