

To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Employee’s Name

From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Name

SUBJECT: Performance Planning and Evaluation Program (PEP)

Based upon your entry on duty date (EOD), it is time to complete your End-of-Cycle PEP.

I have scheduled your End-of-Cycle evaluation meeting on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_.

Please be advised that you have an option of completing a self-evaluation of your performance. You can print the End–of-Cycle PEP form the <http://military.maryland.gov> webpage under the forms tab and complete a self-evaluation. Please return your completed self-evaluating to me on/or before \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I look forward to meeting with you to discuss your performance and contributions to tour Program and the Military Department.