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Date:

February 6, 1995

To:

Jeff Yeo

From:

John Hendee

Subject:

**Annual Performance Review** 

Enclosed is the mandatory performance evaluation form I must complete for you before February 13, Would you please go through this "working copy" and make notes on your accomplishments and other pertinent information for our discussion in the performance evaluation interview. I will do the same before we meet. This will also be a time to set targets and goals for next year.

Thank you.

Enclosure JCH/mjs