

Temporary Job Assignment Feedback

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Feedback on Your Temporary Job Assignment

Dear [Employee's Name],

I hope this message finds you well. As you have recently completed your temporary assignment in the [Department/Team Name], I would like to take this opportunity to provide you with feedback on your performance.

Performance Overview

Your contributions during this period have been commendable. Specifically, I would like to highlight the following:

- Achievement 1: [Describe a specific achievement]
- Achievement 2: [Describe another achievement]
- Collaboration: [Comment on teamwork or collaboration efforts]

Areas for Improvement

While your performance was strong, there are a couple of areas where there is room for improvement:

- Improvement Area 1: [Describe an area for development]
- Improvement Area 2: [Describe another area for development]

Overall Impression

Overall, I believe you have made a positive impact during your time with us. Your enthusiasm and willingness to learn have not gone unnoticed.

Thank you for your hard work and dedication. Should you have any questions regarding this feedback, please feel free to reach out.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]