

Performance Review for Temporary Job Assignment

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Temporary Job Assignment Performance Review

Performance Overview

During your temporary assignment in the role of [Job Title], which commenced on [Start Date] and concluded on [End Date], you have demonstrated significant contributions to our team.

Key Achievements

- [Achievement 1]
- [Achievement 2]
- [Achievement 3]

Areas for Improvement

- [Area for Improvement 1]
- [Area for Improvement 2]

Overall Performance Rating

[Performance Rating]

Future Recommendations

We encourage you to continue to develop your skills in [Skill Area] and consider further opportunities within our organization.

Thank you for your hard work and dedication during your time with us.

Sincerely,

[Manager's Signature]

[Manager's Job Title]