

Employee Performance Assessment

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Position: [Insert Employee Position]

Department: [Insert Department]

Assessment Period: [Insert Period]

Performance Summary

[Insert brief summary of employee's performance during the assessment period]

Strengths

- [Insert Strength 1]
- [Insert Strength 2]
- [Insert Strength 3]

Areas for Improvement

- [Insert Area for Improvement 1]
- [Insert Area for Improvement 2]
- [Insert Area for Improvement 3]

Goals for Next Assessment Period

- [Insert Goal 1]
- [Insert Goal 2]
- [Insert Goal 3]

Overall Rating

[Insert Overall Rating]

Reviewer Comments

[Insert any additional comments from the reviewer]

Sincerely,

[Insert Reviewer Name]

[Insert Reviewer Position]

[Insert Company Name]