

Yearly Output Assessment

Date: [Insert Date]

To: [Employee's Name]

Title: [Employee's Title]

Department: [Department Name]

From: [Your Name]

Title: [Your Title]

Subject: Yearly Output Assessment for [Year]

Dear [Employee's Name],

As we conclude [Year], I would like to take this opportunity to review your yearly output and contributions to our team. Your performance this year has been noted with great appreciation, particularly in the following areas:

- [Achievement or Contribution 1]
- [Achievement or Contribution 2]
- [Achievement or Contribution 3]

Your efforts have not gone unnoticed and have greatly contributed to the overall success of our department. However, there are a few areas where further improvement can be made:

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

Looking ahead, I encourage you to focus on these areas and set specific goals for the upcoming year. Your growth is important to us and we are here to support you.

Please feel free to reach out if you would like to discuss your assessment in more detail.

Thank you for your hard work and dedication.

Sincerely,

[Your Name]

[Your Title]

[Your Company]