

Yearly Employee Assessment

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Position: [Insert Employee Position]

Department: [Insert Department Name]

Assessment Overview

Dear [Employee Name],

This letter serves as your yearly performance assessment. Please find below the key points of your performance over the past year:

Key Achievements

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

Areas for Improvement

- [Area 1]
- [Area 2]
- [Area 3]

Goals for Next Year

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

We value your contributions to the team and look forward to supporting your growth in the upcoming year.

Sincerely,

[Your Name]

[Your Position]

[Company Name]