

# Yearly Review Assessment

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

As part of our annual performance review process, we have completed your yearly assessment for the period of [Start Date] to [End Date]. Your contributions and performance during this period have been instrumental in achieving our departmental goals.

## Performance Highlights

- [Highlight 1]
- [Highlight 2]
- [Highlight 3]

## Areas for Development

- [Area for Development 1]
- [Area for Development 2]

## Goals for Next Year

- [Goal 1]
- [Goal 2]

We appreciate your hard work and dedication to our team. We look forward to discussing this assessment and setting new goals for the upcoming year. Please feel free to reach out if you have any questions or concerns.

Best Regards,

[Your Name]

[Your Position]

[Company Name]