

Quarterly Performance Assessment

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Department Name]

Dear [Employee's Name],

As part of our commitment to fostering growth and development within our organization, we have completed the quarterly performance assessment for the period ending [Insert End Date].

Performance Overview

Your performance in the last quarter has been assessed based on the following criteria:

- Achievement of Goals: [Insert evaluation]
- Quality of Work: [Insert evaluation]
- Collaboration and Teamwork: [Insert evaluation]
- Initiative and Leadership: [Insert evaluation]

Strengths

[Highlight key strengths demonstrated during the quarter]

Areas for Improvement

[Highlight areas where improvement is needed]

Goals for Next Quarter

Your goals for the upcoming quarter include:

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

We appreciate your hard work and dedication. Please feel free to reach out if you would like to discuss this assessment further.

Sincerely,

[Your Name]

[Your Position]

[Company Name]