

Feedback for Temporary Assignment Fulfillment

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Recipient's Company]

Dear [Recipient's Name],

I hope this message finds you well. I wanted to take a moment to provide you with feedback regarding your recent temporary assignment as [Position/Title] from [Start Date] to [End Date].

Overall, your performance during this period has been commendable. Here are a few key points I would like to highlight:

- **Quality of Work:** [Insert specific feedback regarding the quality of the work produced]
- **Timeliness:** [Insert feedback on the ability to meet deadlines]
- **Communication:** [Insert feedback on communication skills]
- **Collaboration:** [Insert feedback on teamwork and collaboration]

We appreciate your contributions and adaptability during this time. Your efforts have greatly supported our team and contributed to the project's success.

Thank you again for your hard work. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company]