

Performance Review Letter

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Dear [Employee Name],

We are pleased to provide you with a performance review regarding your recent temporary assignment in the role of [Temporary Position Title] from [Start Date] to [End Date].

Your contributions during this period have been noteworthy, especially in the areas of [specific strengths or achievements]. We appreciate your adaptability and commitment to meeting deadlines, which significantly impacted our team's productivity.

While there are areas for improvement, such as [specific areas for improvement], we are confident that with continued focus, you can develop these skills further.

Overall, your performance has been satisfactory, and we are grateful for your efforts. We would like to discuss this assessment further and make plans for your future assignments.

Thank you for your commitment and hard work.

Sincerely,

[Your Name]

[Your Position]

[Company Name]