

# Yearly Hiring 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 assessment process, we conduct a yearly review of each employee's performance, contributions, and overall fit within the company. This evaluation helps us to identify both strengths and areas for improvement, ensuring that we continue to foster a productive working environment.

During this assessment period, we assessed the following key areas:

- Performance against set goals
- Team collaboration and communication
- Adherence to company values
- Professional development and growth

Based on our evaluation, we have identified the following highlights:

1. Strength in [specific area]
2. Contribution to [specific project/initiative]
3. Improvements needed in [specific area]

We value your contributions and believe that with continued support and development, you can thrive in your role. We encourage you to schedule a meeting with your supervisor to discuss your assessment in further detail.

Thank you for your hard work and dedication to [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]