

Quarterly Progress Assessment

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Quarterly Progress Assessment

Dear [Employee's Name],

As we reach the end of this quarter, I would like to take a moment to assess your progress and performance over the past three months. Below are the key areas of focus:

Performance Highlights

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

Areas for Improvement

- [Improvement Area 1]
- [Improvement Area 2]
- [Improvement Area 3]

Goals for Next Quarter

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

Please remember that my door is always open for feedback and discussion on your development. Let's schedule a meeting to discuss this more in detail.

Best regards,

[Manager's Name]

[Manager's Title]

[Company Name]