

# Sales Achievement Assessment

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to provide you with an assessment of your sales achievements for the [Insert Time Period]. Your dedication and performance in this period have been commendable.

## Assessment Summary

**Total Sales Achieved:** [Insert Total Sales]

**Target Sales:** [Insert Target Sales]

**Percentage of Target Achieved:** [Insert Percentage]

## Highlights of Your Performance

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

## Areas for Improvement

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

We appreciate your hard work and look forward to seeing your continued success in the future. Please schedule a meeting with your supervisor to discuss your performance further.

Best regards,

[Your Name]

[Your Position]

[Company Name]