

Performance Assessment Challenge

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Performance Assessment Challenge

Dear [Employee's Name],

We appreciate your contributions to our team. As part of our annual performance assessment, we invite you to discuss your recent challenges, achievements, and overall performance.

Please provide any relevant achievements or contributions that you believe should be considered during this assessment. Additionally, if you have faced any challenges, we would like to understand those as well.

We aim to ensure a fair and comprehensive evaluation process, and your input is invaluable. Please respond by [Insert Deadline Date] to schedule a meeting at your convenience.

Thank you for your attention to this matter. We look forward to hearing from you.

Sincerely,

[Your Name]

[Your Position]

[Your Company]