

Proposal for Formal Performance Assessment

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Company Name]

Dear [Recipient's Name],

I am writing to propose a formal performance assessment for [Employee's Name], [Employee's Position]. This assessment aims to evaluate [his/her/their] contributions to our team over the past year and provide constructive feedback to support [his/her/their] professional development.

The proposed assessment includes:

- Review of key performance indicators
- Feedback from team members and supervisors
- Identification of strengths and areas for improvement
- Setting goals for the upcoming period

I believe that a formal performance assessment will not only benefit [Employee's Name] but also enhance overall team productivity. I suggest scheduling this assessment during the week of [Insert Date].

Thank you for considering this proposal. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]