

Performance Assessment

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Comprehensive Performance Assessment

Dear [Employee Name],

We are conducting your comprehensive performance assessment for the period of [Start Date] to [End Date]. This assessment aims to evaluate your contributions and performance in your role as [Job Title].

1. Performance Objectives

- Objective 1: [Description]
- Objective 2: [Description]
- Objective 3: [Description]

2. Strengths

[List strengths and positive contributions]

3. Areas for Improvement

[List areas where improvement is needed]

4. Overall Rating

[Provide overall performance rating]

5. Goals for Future Performance

[Outline goals for the next assessment period]

We appreciate your hard work and dedication. Please feel free to reach out if you have any questions or would like to discuss this assessment in more detail.

Best regards,
[Manager Name]

[Manager Title]
[Company Name]