

# Performance Assessment Letter

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Department Name]

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Dear [Employee Name],

We are writing to provide you with feedback regarding your performance over the past [period, e.g., six months, year]. Your contributions to [specific project or task] have been significant, and we would like to highlight key areas in your performance:

## Strengths

- [Strength 1]
- [Strength 2]
- [Strength 3]

## Areas for Improvement

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

We encourage you to focus on the areas for improvement while continuing to leverage your strengths. We believe that with targeted efforts and support, you can enhance your performance even further.

Your overall performance rating for this review period is [Rating, e.g., Meets Expectations, Exceeds Expectations]. We appreciate your hard work and dedication to our team.

Please feel free to reach out to [Supervisor/HR's Name] if you have any questions or need further clarification on your assessment.

Thank you for your continued commitment to [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]