

Job Performance Assessment

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Job Performance Assessment

Dear [Employee's Name],

As part of our ongoing commitment to employee development and performance improvement, we have completed your job performance assessment for the period of [Insert Period].

Your strengths include:

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

Areas for improvement:

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

In the coming months, we encourage you to focus on the highlighted areas for improvement. We will support you through training and resources.

If you have any questions or would like to discuss this assessment further, please feel free to reach out to me.

Best Regards,

[Manager's Name]

[Manager's Position]