

# Performance Assessment Results

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Performance Assessment Results

Dear [Employee's Name],

We have completed the performance assessment for the review period of [Insert Review Period]. Below are the results and key feedback regarding your performance:

## Performance Summary

- Key Strengths: [List strengths]
- Areas for Improvement: [List areas]
- Overall Rating: [Insert Rating]

## Goals and Objectives

For the upcoming review period, we would like you to focus on the following goals:

1. [Goal 1]
2. [Goal 2]
3. [Goal 3]

Your contributions to the team have been valuable, and we look forward to your continued growth and success in the coming months.

Thank you for your hard work and dedication.

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]