

# Performance Assessment Notification

Date: [Insert Date]

To: [Staff Member's Name]

Title: [Staff Member's Title]

From: [Your Name]

Subject: Performance Assessment Notification

Dear [Staff Member's Name],

This letter is to formally notify you of your upcoming performance assessment scheduled for [Insert Date] at [Insert Time]. The assessment will take place at [Insert Location].

The purpose of this performance assessment is to review your contributions to our team, discuss your achievements, and identify areas for professional development. We value your work and look forward to this opportunity to discuss your progress.

Please prepare to discuss your objectives, successes, and any challenges you may have encountered. Additionally, feel free to bring any materials or feedback that would provide context for our discussion.

If you have any questions or concerns, please do not hesitate to reach out to me prior to our meeting.

Thank you for your dedication to our agency and the communities we serve.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

[Contact Information]