

Performance Assessment Letter

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Department Name]

Dear [Employee's Name],

We are pleased to present your comprehensive performance assessment for the review period of [Start Date] to [End Date]. This assessment is an opportunity to evaluate your contributions, achievements, and areas for development.

Performance Summary

Overall, you have demonstrated a strong performance in several key areas, including:

- [Key Area 1] - [Comments]
- [Key Area 2] - [Comments]
- [Key Area 3] - [Comments]

Achievements

During the assessment period, you achieved the following:

- [Achievement 1]
- [Achievement 2]
- [Achievement 3]

Areas for Improvement

While you have performed well, there are opportunities for growth:

- [Area for Improvement 1]
- [Area for Improvement 2]

Goals for the Next Period

Looking forward, we recommend the following goals:

- [Goal 1]
- [Goal 2]

We encourage you to reflect on this assessment and consider ways to leverage your strengths and address the areas for improvement.

Thank you for your hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

[Company Name]