

Performance Report Assessment

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Performance Report Assessment

Dear [Employee Name],

We are pleased to provide you with your performance report assessment for the period of [start date] to [end date].

Performance Overview

Your overall performance has been [excellent/good/satisfactory/needs improvement].

Strengths

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

Areas for Improvement

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

Goals for Next Period

For the next assessment period, we recommend focusing on the following goals:

- [Goal 1]
- [Goal 2]
- [Goal 3]

Please feel free to reach out should you have any questions or require further clarification.

Sincerely,

[Manager Name]

[Manager Title]