

Job Performance Assessment

Date: [Insert Date]

To: [Employee Name]

From: [Supervisor Name]

Subject: Performance Assessment for [Review Period]

Introduction

Dear [Employee Name],

We appreciate your hard work and dedication during the review period of [Start Date] to [End Date]. This letter serves to outline your performance assessment based on the agreed-upon objectives and key performance indicators.

Performance Overview

Your overall performance during this period has been [satisfactory/excellent/needs improvement]. Below are some highlights of your accomplishments:

- [Accomplishment 1]
- [Accomplishment 2]
- [Accomplishment 3]

Areas for Improvement

While you have shown great strengths, there are specific areas where improvement is needed:

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

Goals for Next Period

To help you excel further, the objectives for the next review period are:

- [Goal 1]
- [Goal 2]

Conclusion

We appreciate your contributions and look forward to seeing your continued growth. Please feel free to reach out if you have any questions or would like to discuss this assessment further.

Sincerely,

[Supervisor Name]

[Position]

[Company]