

# Performance Assessment for Media Reviewer

Date: [Insert Date]

To: [Reviewer's Name]

From: [Your Name]

Subject: Performance Assessment

Dear [Reviewer's Name],

We appreciate your efforts and contributions as a media reviewer for [Company/Organization Name]. This letter serves as a formal assessment of your performance during the review period from [Start Date] to [End Date].

## Performance Highlights:

- Quality of Reviews: [Details]
- Timeliness: [Details]
- Engagement with Team: [Details]
- Overall Contribution to Projects: [Details]

## Areas for Improvement:

- [Area of Improvement 1]
- [Area of Improvement 2]

## Goals for Next Period:

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

Thank you for your hard work and dedication. We look forward to your continued growth and success at [Company/Organization Name].

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]