

# Performance Metrics Assessment

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Department Name]

Dear [Employee's Name],

I am writing to share the results of your recent performance metrics assessment conducted for the period of [Insert Assessment Period]. This assessment aims to evaluate your contributions and identify areas for improvement.

## Performance Metrics Overview

- Metric 1: [Description and Score]
- Metric 2: [Description and Score]
- Metric 3: [Description and Score]

## Strengths

[Detailed description of strengths identified in the assessment]

## Areas for Improvement

[Detailed description of areas where improvement is needed]

## Action Plan

[Outline any proposed action plans or resources to assist improvement]

We appreciate your hard work and dedication. Please feel free to reach out to discuss this assessment further.

Best regards,

[Your Name]

[Your Position]

[Company Name]