

Consultancy Engagement Performance Assessment

Date: [Insert Date]

To: [Consultant's Name]

From: [Your Name]

Subject: Performance Assessment of Engagement

Dear [Consultant's Name],

We would like to take this opportunity to assess the performance of your consultancy engagement with [Company/Organization Name] for the period of [insert duration]. This assessment will help us evaluate the effectiveness of the consultancy services you provided and identify areas for future improvement.

Performance Metrics

- Quality of Work: [Insert assessment of quality]
- Timeliness: [Insert assessment of timeliness]
- Communication: [Insert assessment of communication]
- Achievement of Objectives: [Insert assessment of objectives met]

Strengths

[Highlight the strengths observed during the engagement]

Areas for Improvement

[Identify areas where improvement is needed]

Conclusion

We appreciate your hard work and dedication during this engagement. Please let us know if you would like to discuss any aspect of this assessment further.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]