

Peer Review Compilation for Annual Assessment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

As part of our annual assessment process, we have compiled the peer reviews for [Employee's Name], which were collected over the past year. Below is a summary of the feedback received:

Summary of Peer Reviews

- **Collaboration:** [Feedback on collaboration skills]
- **Communication:** [Feedback on communication skills]
- **Problem Solving:** [Feedback on problem-solving abilities]
- **Leadership:** [Feedback on leadership qualities]
- **Overall Performance:** [General performance feedback]

We appreciate the valuable insights provided by colleagues during this process. The detailed peer reviews are attached to this letter for your reference.

If you have any questions or need further information, please feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]