

# Annual Assessment Results Notification

Dear [Employee's Name],

We are writing to inform you about the results of your annual assessment conducted on [Assessment Date]. Your performance over the past year has been carefully reviewed, and we appreciate your contributions to [Company/Organization Name].

Your overall rating for this assessment period is [Rating] based on the following criteria:

- Achievement of Goals: [Comments]
- Collaboration and Teamwork: [Comments]
- Professional Development: [Comments]
- Areas for Improvement: [Comments]

We believe that continuous growth is important, and we encourage you to focus on the areas for improvement outlined above. The management team is available to discuss this feedback in more detail and to help you set actionable goals for the upcoming year.

Please feel free to reach out to [Supervisor's Name] at [Supervisor's Email] to schedule a meeting at your earliest convenience. We value your dedication and look forward to supporting you in your professional journey.

Thank you for your hard work and commitment to our team.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]