

# Individual Performance Assessment

Date: [Insert Date]

[Employee Name]

[Employee Position]

[Company Name]

[Company Address]

Dear [Employee Name],

We are pleased to present your individual performance assessment for the period of [Insert Start Date] to [Insert End Date]. This assessment is designed to provide you with constructive feedback regarding your performance, strengths, and areas for improvement.

## Performance Summary

Your contributions during this period have been significant. You have excelled in the following areas:

- [Strength/Accomplishment 1]
- [Strength/Accomplishment 2]
- [Strength/Accomplishment 3]

## Areas for Development

While you have done well, there are also areas where improvement is encouraged:

- [Area for Improvement 1]
- [Area for Improvement 2]

## Goals for Next Assessment Period

For the upcoming performance cycle, we recommend setting the following goals:

- [Goal 1]
- [Goal 2]

We appreciate your hard work and dedication to [Company Name]. Please feel free to reach out for any discussions regarding this assessment or any support you may need as you work towards these goals.

Sincerely,

[Manager Name]

[Manager Position]

[Company Name]