

# Year-End Assessment Summary

Date: [Insert Date]

Dear [Employee's Name],

As we approach the end of the year, I would like to take a moment to reflect on your performance over the past months. Your contributions to the team and the organization have been greatly appreciated.

## Performance Highlights

- [Highlight 1]
- [Highlight 2]
- [Highlight 3]

## Areas for Improvement

- [Area 1]
- [Area 2]

Looking ahead, I encourage you to focus on the following goals for the upcoming year:

- [Goal 1]
- [Goal 2]

Thank you for your hard work and dedication. I am looking forward to another successful year together.

Sincerely,

[Your Name]  
[Your Position]