

Employment Terms Assessment

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We are writing to provide you with an assessment of your employment terms with [Company Name].

Employment Details

- **Position:** [Employee's Position]
- **Start Date:** [Start Date]
- **Salary:** [Salary Amount]
- **Work Hours:** [Work Hours]
- **Benefits:** [List of Benefits]

Performance Assessment

Your performance over the past [duration] has been [summary of performance].

Recommendations

We recommend the following changes to your employment terms:

- [Recommendation 1]
- [Recommendation 2]
- [Recommendation 3]

Please feel free to reach out if you have any questions or would like to discuss this assessment further.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]