

Staff Performance Assessment

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Performance Assessment for [Employee Name]

Dear [Employee Name],

We are writing to provide you with your performance assessment for the period of [Insert Time Frame]. This assessment reflects your accomplishments and areas for improvement.

Performance Overview

Strengths:

- [Strength 1]
- [Strength 2]
- [Strength 3]

Areas for Improvement:

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

Goals for Next Period

We encourage you to focus on the following goals for the upcoming assessment period:

- [Goal 1]
- [Goal 2]

Thank you for your hard work and dedication. We look forward to your continued growth and success within the team.

Sincerely,

[Manager Name]

[Manager Title]