

Performance Assessment for Construction Staff

Date: [Insert Date]

To: [Staff Member's Name]

Position: [Staff Member's Position]

Project: [Project Name]

Performance Review Overview

Dear [Staff Member's Name],

This letter serves to formally assess your performance during the [specific time period] on the [Project Name].

Key Performance Areas

- Quality of Work: [Assessment]
- Timeliness: [Assessment]
- Team Collaboration: [Assessment]
- Safety Compliance: [Assessment]

Strengths

[Highlight key strengths and contributions]

Areas for Improvement

[Identify areas for growth and suggestions for future improvement]

Goals for the Next Period

[Set specific goals and expectations for the upcoming period]

Thank you for your hard work and commitment to the success of our projects.

Sincerely,

[Your Name]

[Your Position]

[Company Name]