

Performance Review for [Employee Name]

Date: [Insert Date]

Dear [Employee Name],

As part of our ongoing commitment to professional development, we are conducting a performance review for your role as Personal Assistant. This review will cover the period of [Insert Review Period].

Performance Summary

Over the past [Insert Period], you have demonstrated the following strengths:

- Exceptional organizational skills
- Proactive communication
- Ability to manage multiple tasks efficiently

Areas for Improvement

We would also like to address the following areas where growth is possible:

- Time management on projects
- Adapting to last-minute changes

Goals for Next Review Period

For the next review period, we would like to set the following objectives:

- Enhance technology skills for project management
- Participate in professional development workshops

We appreciate your hard work and dedication to your role. Please feel free to reach out if you have any questions or wish to discuss this review further.

Sincerely,

[Your Name]

[Your Position]

[Company Name]