

# Performance Assessment Overview

Date: [Insert Date]

To: [Employee's Name]

From: [Supervisor's Name]

Subject: Performance Assessment Overview

## Introduction

This letter serves as an overview of your performance assessment for the period of [Insert Time Frame].

## Performance Highlights

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

## Areas for Improvement

- [Area 1]
- [Area 2]
- [Area 3]

## Goals for the Next Period

Looking ahead, we encourage you to focus on the following goals:

- [Goal 1]
- [Goal 2]
- [Goal 3]

## Conclusion

We appreciate your contributions and look forward to supporting your development in the upcoming period.

Sincerely,

[Supervisor's Name]

[Title]

[Company Name]