

[Your Name]  
[Your Position]  
[Your Company]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Employee's Name]  
[Employee's Position]  
[Employee's Department]  
[Company Name]

Dear [Employee's Name],

Subject: Performance Assessment

I hope this letter finds you well. This performance assessment aims to review your contributions to [Company Name] over the past [timeframe, e.g., year, quarter].

1. **\*\*Key Responsibilities\*\***

[Briefly outline the employee's main responsibilities or duties.]

2. **\*\*Achievements\*\***

[Highlight significant achievements or contributions made by the employee. Include specific data or examples where possible.]

3. **\*\*Areas for Improvement\*\***

[Identify any areas where the employee could improve. Provide constructive feedback.]

4. **\*\*Goals for the Future\*\***

[Suggest goals or objectives for the employee to focus on in the upcoming period.]

5. **\*\*Overall Performance Rating\*\***

[Provide an overall rating or summary of the employee's performance, using your company's evaluation scale if applicable.]

Thank you for your hard work and dedication to [Company Name]. We appreciate your efforts and look forward to seeing your continued growth and success.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]