

[Your Name]  
[Your Title]  
[Your Company/Organization]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Employee's Name]  
[Employee's Title]  
[Employee's Department]  
[Company Name]

Dear [Employee's Name],

Subject: Performance Assessment

I hope this message finds you well. This letter serves as a formal assessment of your performance for the [Specify Time Period] period.

**\*\*Overview\*\***

In this section, provide a summary of the employee's role and responsibilities.

**\*\*Key Achievements\*\***

1. [Achievement 1]
2. [Achievement 2]
3. [Achievement 3]

**\*\*Areas for Improvement\*\***

1. [Improvement Area 1]
2. [Improvement Area 2]
3. [Improvement Area 3]

**\*\*Goals for the Next Review Period\*\***

1. [Goal 1]
2. [Goal 2]
3. [Goal 3]

**\*\*Overall Assessment\*\***

Provide your overall assessment of the employee's performance, highlighting strengths and areas for development.

Thank you for your hard work and commitment to [Company Name]. I look forward to seeing your continued growth and contributions.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]