

[Date]

[Employee Name]

[Employee ID]

[Department Name]

Subject: Performance Assessment - Recruitment Account Manager

Dear [Employee Name],

This letter serves as a formal record of your performance assessment for the period of [Start Date] to [End Date]. This review evaluates your contributions toward client management, fulfillment rates, and revenue targets.

1. Key Performance Indicators (KPIs) Review:

- **Client Retention:** [Percentage/Status]
- **Time-to-Fill Average:** [Days]
- **Placement Success Rate:** [Percentage]
- **Revenue Generated:** [Amount]

2. Performance Summary:

[Insert summary of strengths, such as ability to build client relationships, quality of candidate sourcing, and communication skills.]

3. Areas for Improvement:

[Insert specific areas for growth, such as pipeline diversification, speed of submission, or CRM data accuracy.]

4. Goals for the Next Period:

[Insert 3-5 specific objectives for the upcoming quarter/year.]

5. Final Rating:

Your overall performance rating is: [Exceeds Expectations / Meets Expectations / Needs Improvement].

We value your dedication to the team and look forward to your continued growth within the company. Please sign below to acknowledge receipt of this assessment.

Sincerely,

[Manager Signature]

[Manager Name]

[Title]

Employee Acknowledgment:

I have discussed this assessment with my manager and have received a copy.

Signature: _____ Date: _____