

[Date]

[Staffing Agency Name]

[Agency Address]

[City, State, Zip Code]

Subject: Performance Feedback for [Temporary Employee Name]

Dear [Agency Contact Name],

I am writing to provide feedback regarding the performance of [Temporary Employee Name], who has been working as a [Job Title] at [Company Name] since [Start Date].

Performance Summary:

[Insert brief description of performance, e.g., exceeded expectations, met requirements, or needs improvement].

Key Strengths:

- [Strength 1]
- [Strength 2]
- [Strength 3]

Areas for Improvement (if applicable):

- [Area 1]
- [Area 2]

Overall Rating: [Excellent / Satisfactory / Unsatisfactory]

Next Steps:

[Select one: We would like to continue the assignment / We request a replacement / We are ending the assignment as of Date].

Thank you for providing us with staffing support. Please let us know if you have any questions regarding this feedback.

Sincerely,

[Your Name]

[Your Title]

[Company Name]