

[Current Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: Post-Assignment Performance Review

As your temporary assignment with [Company Name] concluded on [End Date], we would like to provide you with a formal review of your performance during your time with us in the [Department Name] department.

Assignment Details:

Role: [Job Title]

Duration: [Start Date] to [End Date]

Performance Summary:

[Insert comments regarding quality of work, punctuality, and technical skills.]

Key Achievements:

[List specific projects completed or goals met.]

Areas for Development:

[Insert suggestions for professional growth, if any.]

Overall, we were [satisfied/very pleased] with your contributions. Your ability to [mention a specific strength, e.g., adapt quickly to our systems] was greatly appreciated by the team.

We wish you the very best in your future professional endeavors. Please let us know if you require a formal reference for your next placement.

Sincerely,

[Your Name]

[Your Title]

[Company Name]