

[Current Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Temporary Assignment Performance Evaluation

Dear [Employee Name],

This letter serves as a formal evaluation of your performance during your temporary assignment as [Job Title], which began on [Start Date] and is scheduled to conclude on [End Date].

Performance Summary:

[Insert brief description of duties performed and overall assessment of quality of work.]

Key Achievements:

- [Achievement 1]
- [Achievement 2]

Areas for Improvement (if applicable):

- [Area 1]
- [Area 2]

Core Competency Ratings:

Quality of Work: [Rating]

Attendance and Punctuality: [Rating]

Communication: [Rating]

Technical Skills: [Rating]

Final Recommendation:

[Insert recommendation regarding future assignments or eligibility for permanent roles.]

We appreciate your contributions to [Company Name] during this period and wish you success in your future endeavors.

Sincerely,

[Manager Name]

[Manager Title]

[Company Name]

Employee Acknowledgment:

I have reviewed this evaluation and discussed it with my supervisor.

[Employee Signature] [Date]