

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Re: Performance Feedback for Temporary Assignment

This letter is to provide you with formal feedback regarding your performance during your temporary assignment as [Job Title] at [Company Name], which began on [Start Date].

Strengths and Achievements:

[Insert specific examples of good performance, completed tasks, or positive contributions here.]

Areas for Improvement:

[Insert specific areas where the worker needs to improve or meet expectations here.]

Overall Assessment:

[Insert summary of whether the worker is meeting, exceeding, or falling short of project goals.]

We appreciate the effort you have put into your role thus far. Please let us know if you have any questions or require further clarification regarding this feedback.

Sincerely,

[Your Name]
[Your Title]
[Company Name]