

ABC Solutions Inc.

123 Ortigas Avenue, Pasig City, 1605

November 27, 2025

To: Lyrika Jewel Hermoso

Administrative Assistant

ABC Solutions Inc.

Subject: Performance Review – November 2025

Dear Lyrika,

This letter serves as your **performance review** for the period of **June 2025 to November 2025**.

During this period, your performance has been evaluated based on key areas including **work quality, punctuality, teamwork, communication, and adherence to company policies**. The results of your evaluation are as follows:

Strengths:

- Consistently produces accurate and organized work.
- Demonstrates initiative in assisting team members and taking on additional tasks.
- Maintains a professional attitude and positive interaction with colleagues.

Areas for Improvement:

- Punctuality needs attention; there were **3 instances of late arrival** recorded this review period.
- Time management on certain tasks can be improved to meet deadlines more efficiently.

Overall Rating: Satisfactory

We encourage you to continue leveraging your strengths while addressing the areas for improvement. A follow-up review will be conducted in **3 months** to assess progress.

Please feel free to discuss any concerns or suggestions with **Mr. Juan Dela Cruz, HR Manager**, to support your professional development.

Thank you for your contributions to ABC Solutions Inc. We look forward to your continued growth and success.

Sincerely,

Mr. Juan Dela Cruz

HR Manager

ABC Solutions Inc.

Acknowledged by: _____

Lyrika Jewel Hermoso

Date: _____