

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: Performance Review

I hope this message finds you well. This letter serves as a formal performance review concerning your recent work performance and areas for improvement.

Over the past [time period], I have observed a few specific errors in your work that I would like to address. These errors include:

1. [Specific error and context]
2. [Specific error and context]
3. [Specific error and context]

While I appreciate your dedication and effort, these issues have affected your overall performance and the team's productivity. I encourage you to take the following steps to improve:

- [Action Item 1]
- [Action Item 2]
- [Action Item 3]

Moving forward, I am here to support you in your growth and development. Please feel free to reach out if you have any questions or need assistance. I believe with focused effort, you can overcome these challenges.

We will schedule a follow-up meeting in [time frame] to assess progress and discuss any additional support you might need.

Thank you for your attention to these matters.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]