

[Your Name]

[Your Position]

[Your Company]

[Date]

[Employee Name]

[Employee Position]

[Employee Department]

Dear [Employee Name],

Subject: Performance Review

I hope this letter finds you well. This performance review outlines your accomplishments, areas for improvement, and goals for the upcoming period.

**\*\*1. Accomplishments\*\***

- [Specific achievement or project completed]
- [Another significant contribution]
- [Recognition or awards received]

**\*\*2. Areas for Improvement\*\***

- [Skill or area where improvement is needed]
- [Another area of development]
- [Suggestions for resources or training]

**\*\*3. Goals for the Upcoming Period\*\***

- [Specific goal #1]
- [Specific goal #2]
- [Specific goal #3]

Overall, your contributions are valued, and I look forward to seeing your continued growth. Please feel free to discuss this review further during our scheduled meeting.

Best regards,

[Your Signature]

[Your Printed Name]

[Your Position]