BXP Letter Structure for Performance Reviews

[Your Name]
[Your Job Title]
[Your Department]
[Date]
[Employee's Name]
[Employee's Job Title]
[Employee's Department]
Subject: Performance Review - [Employee's Name]

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1. Opening Statement
- Brief introduction of purpose
- Acknowledgment of employee's efforts
2. Performance Highlights
- Specific achievements
- Key contributions to team/projects
3. Areas for Improvement
- Constructive feedback
- Suggestions for development
4. Goals for Next Review Period
- Short-term goals
- Long-term objectives
5. Closing Remarks
- Encouragement and support
- Invitation for discussion

[Your Signature]
[Your Job Title]
[Your Contact Information]