

[Your Company Logo]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Department]

[Employee's Address]

Dear [Employee's Name],

Subject: Performance Review

I hope this letter finds you well. As part of our regular performance review process, we have evaluated your contributions and accomplishments over the past [review period, e.g., year, quarter].

Strengths:

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

Areas for Improvement:

- [Specific area #1]
- [Specific area #2]

Goals for Next Period:

1. [Goal #1]
2. [Goal #2]
3. [Goal #3]

Your hard work and dedication are greatly appreciated, and we look forward to your continued growth and contributions to the team. Please feel free to reach out if you have any questions or would like to discuss this review further.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]