

[Your Name]
[Your Position]
[Your Department]
[Company Name]
[Date]

[Manager's Name]
[Manager's Position]
[Company Name]

Dear [Manager's Name],

Subject: Performance Appraisal for [Employee's Name]

I hope this message finds you well. As part of the performance appraisal process, I would like to provide a Comprehensive Goals Review (CGR) for [Employee's Name] covering the past review period.

****1. Key Accomplishments:****

- [Accomplishment 1: Description of the achievement and its impact on the team or company.]
- [Accomplishment 2: Description of the achievement and its impact on the team or company.]

****2. Areas for Improvement:****

- [Area 1: Description of the area needing improvement and suggestions for development.]
- [Area 2: Description of the area needing improvement and suggestions for development.]

****3. Goals for Upcoming Period:****

- [Goal 1: Specific objective with measurable outcomes.]
- [Goal 2: Specific objective with measurable outcomes.]

****4. Overall Performance Rating:****

- [Rating: Brief justification for the rating based on the employee's performance.]

Please feel free to share your insights or additional observations regarding [Employee's Name]'s performance.

Thank you for considering this review.

Sincerely,

[Your Name]
[Your Contact Information]