

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Job Title]

[Employee's Department]

Dear [Employee's Name],

Subject: Performance Review

I hope this message finds you well. As part of our ongoing commitment to employee development and performance management, I am writing to provide you with feedback on your performance over the past [time period].

****Performance Highlights:****

- [Highlight 1: Describe a specific achievement or strength]
- [Highlight 2: Describe another achievement or strength]
- [Highlight 3: Describe a third achievement or strength]

****Areas for Improvement:****

- [Area 1: Describe a specific area for improvement and suggestions for development]
- [Area 2: Describe another area for improvement and suggestions for development]
- [Area 3: Describe a third area for improvement and suggestions for development]

****Goals for the Next Review Period:****

- [Goal 1: State a measurable goal]
- [Goal 2: State another measurable goal]
- [Goal 3: State a third measurable goal]

Your contributions have been invaluable to our team, and I appreciate your hard work and dedication. I look forward to seeing your continued growth and success in your role at [Company Name].

Please let me know if you would like to discuss any aspect of this review in further detail.

Best regards,

[Your Name]

[Your Job Title]

[Your Department]

[Your Contact Information]