

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Department]

[Employee's Address]

Dear [Employee's Name],

Subject: Performance Report

We are pleased to provide you with your performance report for the period of [start date] to [end date].

1. **Key Achievements**

- [Achievement 1]

- [Achievement 2]

- [Achievement 3]

2. **Areas for Improvement**

- [Area 1]

- [Area 2]

3. **Goals for the Next Period**

- [Goal 1]

- [Goal 2]

4. **Overall Performance Rating**

- [Rating/Comment]

We appreciate your contributions to the team and encourage you to continue your growth within the company. Please feel free to reach out if you have any questions regarding this report.

Sincerely,

[Your Name]

[Your Position]

[Your Company]