

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Department]

[Employee's Address]

Dear [Employee's Name],

Subject: Performance Review

We are writing to provide you with feedback regarding your performance over the past [time period, e.g., year, quarter]. This review aims to recognize your achievements, identify areas for improvement, and set objectives for the upcoming period.

1. ****Performance Highlights****

- [List specific accomplishments, projects, or contributions]
- [Example: Successfully led the XYZ project, resulting in a 20% increase in efficiency]

2. ****Strengths****

- [Identify and describe key strengths and skills demonstrated]
- [Example: Exceptional problem-solving skills and strong teamwork]

3. ****Areas for Improvement****

- [Outline specific areas where improvement is needed]
- [Example: Improve time management skills to meet deadlines more consistently]

4. ****Goals for the Next Review Period****

- [Set specific, measurable goals that align with organizational objectives]
- [Example: Complete training on [specific skill] by [date]]

5. ****Overall Assessment****

- [Provide an overall performance rating or assessment]
- [Example: Meets expectations, Exceeds expectations]

We appreciate your contributions to [Company's Name] and look forward to your continued growth in the organization. Please feel free to reach out to discuss this review further or for clarity on any points mentioned.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Company's Name]

[Contact Information]