

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Performance Review

We appreciate your contributions and dedication to [Company Name] over the past [review period, e.g., year, six months]. This letter outlines the performance review process and provides feedback on your performance during this period.

1. **\*\*Performance Summary\*\***

[Provide a brief summary of the employee's overall performance. Highlight strengths and areas for improvement.]

2. **\*\*Achievements\*\***

[List specific achievements, projects completed, or goals met by the employee.]

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

[Identify any areas where the employee can grow or develop further skills.]

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

[Outline expectations and goals for the next review period.]

5. **\*\*Employee Feedback\*\***

[Offer the employee an opportunity to provide feedback regarding their role, the team, or the company.]

We value your hard work and commitment to excellence. Please schedule a meeting with your supervisor/HR to discuss this review in more detail and collaborate on your development plan.

Thank you for being a part of [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]