

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Job Title]

[Employee's Department]

[Employee's Address]

Dear [Employee's Name],

Subject: Performance Review

We are reaching out to provide an overview of your performance review conducted on [Review Date]. This letter outlines your achievements, areas for improvement, and future goals.

1. ****Overall Performance Rating****: [Insert Rating, e.g., Exceeds Expectations, Meets Expectations, Needs Improvement]

2. ****Key Achievements****:

- [Achievement 1]
- [Achievement 2]
- [Achievement 3]

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

- [Improvement Area 1]
- [Improvement Area 2]

4. ****Goals for Upcoming Period****:

- [Goal 1]
- [Goal 2]

We appreciate your contributions to [Company Name] and look forward to your continued growth and success. Please feel free to reach out if you have any questions regarding this review.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]