

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Title]

[Department]

[Employee Address]

Dear [Employee Name],

Subject: Performance Review

We are pleased to take this opportunity to review your performance over the past [time frame, e.g., year, quarter]. Your contributions to the IT team have been invaluable, and we appreciate your hard work and dedication.

1. ****Achievements****:

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

2. ****Strengths****:

- [Example Strength 1]
- [Example Strength 2]

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

- [Example Area 1]
- [Example Area 2]

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

- [Example Goal 1]
- [Example Goal 2]

We encourage you to continue striving for excellence and to take on new challenges as we move forward. Your commitment to the team and our goals is vital to our success.

Thank you for your hard work and dedication.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]