

[Your Name]

[Your Job Title]

[Your Department]

[Date]

[Employee's Name]

[Employee's Job Title]

[Employee's Department]

Dear [Employee's Name],

I am writing to provide you with your performance review for the past [time period, e.g., year, quarter].

****Performance Summary:****

During this review period, you have demonstrated [specific strengths, e.g., strong leadership skills, excellent customer service, teamwork]. Your contributions have significantly impacted our team's success and the overall performance of JCPenney.

****Key Achievements:****

1. [Achievement 1: Description of the achievement and its impact]
2. [Achievement 2: Description of the achievement and its impact]
3. [Achievement 3: Description of the achievement and its impact]

****Areas for Improvement:****

While you have excelled in many areas, there are opportunities to grow:

1. [Improvement Area 1: Description and suggestions for development]
2. [Improvement Area 2: Description and suggestions for development]

****Goals for the Next Review Period:****

As we move forward, I encourage you to focus on the following goals:

1. [Goal 1: Description]
2. [Goal 2: Description]
3. [Goal 3: Description]

****Final Thoughts:****

Your dedication and hard work are greatly appreciated, and I look forward to seeing how you continue to grow and develop in your role. Should you have any questions or wish to discuss this review in further detail, please feel free to reach out.

Thank you for your contributions to JCPenney.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]