

[Your Name]

[Your Position]

[Your Department]

Johnson & Johnson

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Department]

Dear [Employee's Name],

Subject: Performance Review

I hope this message finds you well. As part of our annual performance review process, I am pleased to provide you with feedback on your performance over the past year.

Firstly, I want to commend you on your [specific achievement or contribution, e.g., strong project leadership, collaboration with team members]. Your efforts in [specific projects or tasks] have greatly enhanced our team's overall performance and have contributed positively towards our departmental goals.

In terms of areas for improvement, I encourage you to focus on [specific area for improvement, e.g., time management, communication skills].

Working towards enhancing these skills could significantly benefit your professional development and our team's productivity.

Looking forward, I would like to set some goals for the upcoming year.

These include:

1. [Goal 1: Specific, measurable, achievable]

2. [Goal 2: Specific, measurable, achievable]

3. [Goal 3: Specific, measurable, achievable]

I appreciate your hard work and dedication to our mission at Johnson & Johnson. I am looking forward to another productive year ahead and supporting you in achieving your career objectives.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Contact Information]