

[Your Name]
[Your Position]
[Your Department]

KPMG

[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 ongoing commitment to employee development and performance excellence, I am pleased to provide you with your performance review for the period of [insert period].

****1. Performance Overview****

During this review period, you have demonstrated [highlight key achievements, contributions, and overall performance]. Your ability to [specific skills or qualities] has significantly impacted [team/project/department success].

****2. Strengths****

- [Strength 1: description]
- [Strength 2: description]
- [Strength 3: description]

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

While your performance has been commendable, there are areas where further development could enhance your effectiveness:

- [Improvement Area 1: description]
- [Improvement Area 2: description]

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

To support your growth, we encourage you to focus on the following goals:

- [Goal 1: description]
- [Goal 2: description]

****5. Training and Development Opportunities****

We recommend considering the following training and development opportunities:

- [Opportunity 1: description]
- [Opportunity 2: description]

Thank you for your hard work and the positive contributions you have made to KPMG. We look forward to seeing your continued growth and success in forthcoming periods.

Sincerely,

[Your Name]
[Your Position]

KPMG