

[Your Name]
[Your Position]
Kwik Trip, Inc.
[Store Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employee's Name]
[Employee's Position]
[Store Address]
[City, State, Zip Code]

Dear [Employee's Name],

I hope this letter finds you well. As part of our annual performance review process, I would like to take this opportunity to provide feedback on your contributions to Kwik Trip over the past year.

****Performance Highlights:****

1. ****Customer Service:**** Your commitment to providing exceptional customer service has not gone unnoticed. Many customers have expressed their appreciation for your friendly and helpful demeanor.
2. ****Team Collaboration:**** You have consistently demonstrated teamwork by supporting your colleagues during busy periods, which contributes to a positive work environment.
3. ****Sales Performance:**** Your efforts in upselling products and maintaining stock levels have positively impacted our sales targets.

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

1. ****Time Management:**** While your work is of high quality, enhancing your time management skills can help you complete tasks more efficiently.
2. ****Product Knowledge:**** Increasing your familiarity with new products can further assist customers and drive sales.

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

1. Attend a time management workshop by [Specific Date].
2. Complete training on new products by [Specific Date].

We appreciate your hard work and dedication to Kwik Trip. I look forward to supporting you as you continue to grow within the company.

Thank you for your commitment to excellence!

Sincerely,

[Your Name]
[Your Position]
Kwik Trip, Inc.