

[Your Name]

[Your Position]

[Your Company]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Department]

Dear [Employee's Name],

I hope this message finds you well. As part of your recent performance review, I would like to take this opportunity to provide you with feedback regarding your contributions over the past [time period].

****Strengths:****

1. [Highlight a specific strength or achievement]
2. [Mention another strength or area where the employee excelled]
3. [Provide an example of teamwork or collaboration]

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

1. [Identify an area where improvement is needed]
2. [Suggest actionable steps for improvement]
3. [Discuss any skills that could be developed further]

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

1. [Set specific, measurable goals for the employee]
2. [Discuss potential training or development opportunities]
3. [Encourage continuous feedback and open communication]

Overall, I appreciate your hard work and dedication to [Company Name]. I am confident that with focus on the areas suggested for improvement and continued leveraging of your strengths, you will make significant progress in your professional growth.

Thank you for your contributions, and I look forward to seeing your success in the upcoming period.

Best regards,

[Your Name]

[Your Position]