

[Your Name]  
[Your Job Title]  
[Your Department]  
[Company Name]  
[Date]

[Employee's Name]  
[Employee's Job Title]  
[Employee's Department]

Dear [Employee's Name],

Subject: Performance Review Feedback

I hope this message finds you well. As part of our regular performance review process, I wanted to take this opportunity to provide you with feedback on your performance over the past [time period].

**\*\*Strengths:\*\***

1. [Strength/achievement 1]
2. [Strength/achievement 2]
3. [Strength/achievement 3]

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

1. [Area for improvement 1]
2. [Area for improvement 2]
3. [Area for improvement 3]

**\*\*Goals for the Upcoming Period:\*\***

1. [Goal 1]
2. [Goal 2]
3. [Goal 3]

Thank you for your hard work and dedication. I look forward to seeing your continued growth and contributions to the team.

Best regards,

[Your Name]  
[Your Job Title]