

[Your Name]
[Your Title]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Company/Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Performance Review of [Mentor's Name]

I am writing to provide a performance review for [Mentor's Name] for the period of [Review Period].

****1. Overview****

Briefly summarize the role of the mentor and their responsibilities.

****2. Performance Highlights****

- List specific achievements and contributions
- Provide examples of successful mentorship experiences
- Highlight any feedback received from mentees

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

- Identify any challenges faced
- Suggest areas for growth or development

****4. Goals for the Future****

Outline potential goals for the next review period, including professional development opportunities.

****5. Conclusion****

Provide a summary statement reinforcing the mentor's impact and importance to the team/mindset.

Thank you for your attention to this performance review. Please feel free to contact me if you have any questions or require further details.

Sincerely,

[Your Name]
[Your Title]