

[Your Name]

[Your Position]

[Your Company]

[Date]

[Manager's Name]

[Manager's Position]

[Manager's Company]

Dear [Manager's Name],

Subject: Performance Review for [Employee's Name]

I hope this message finds you well. As part of our regular performance evaluation process, I would like to present a review of [Employee's Name] performance over the past [review period].

****Performance Summary:****

- ****Key Achievements:****

- [Achievement 1]

- [Achievement 2]

- [Achievement 3]

- ****Strengths:****

- [Strength 1]

- [Strength 2]

- [Strength 3]

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

- [Area 1]

- [Area 2]

- [Area 3]

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

1. [Goal 1]

2. [Goal 2]

3. [Goal 3]

****Additional Comments:****

[Additional comments regarding the employee's performance, team dynamics, or potential.]

I recommend [Employee's Name] for [promotion, salary increase, training opportunities, etc.], based on their contributions and growth potential. Thank you for your attention to this matter. Please let me know if you require any further details.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]