

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Department]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Performance Review

We are writing to provide you with feedback regarding your performance during the [specific review period, e.g., "past year" or "last quarter"]. This review aims to highlight your contributions, areas of strengths, and opportunities for growth within [Company Name].

1. **Achievements:**

- [List specific achievements and contributions]

2. **Strengths:**

- [Highlight strengths related to the employee's performance]

3. **Areas for Improvement:**

- [Identify areas where improvement is needed]

4. **Goals for Next Review Period:**

- [Outline specific goals and objectives]

We appreciate your hard work and dedication to [Company Name]. Your contributions play a vital role in our success, and we look forward to your continued growth and achievements.

Please schedule a meeting with your supervisor by [specific date] to discuss this review in detail.

Thank you for your efforts.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]