

[Your Name]  
[Your Position]  
[Your Company]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Employee's Name]  
[Employee's Position]  
[Employee's Department]

Dear [Employee's Name],

Subject: Performance Review

I hope this message finds you well. This letter serves as your performance review for the period of [start date] to [end date].

1. **\*\*Overview of Performance\*\***

- [Highlight the employee's key accomplishments and strengths.]
- [Discuss any areas where improvement is needed.]

2. **\*\*Goals and Objectives\*\***

- [Outline specific goals set during the last review and progress made towards them.]

- [Set new goals for the upcoming review period.]

3. **\*\*Feedback and Recommendations\*\***

- [Provide constructive feedback on performance and interpersonal skills.]

- [Suggest areas for further development and resources available.]

4. **\*\*Closing Remarks\*\***

- [Express appreciation for their hard work and contributions.]
- [Encourage open communication for any further discussions.]

Thank you for your dedication to your role and the team. Please feel free to reach out if you have any questions regarding this review.

Sincerely,

[Your Signature (if printed)]

[Your Name]

[Your Position]