

****PBR Letter Writing Template****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

****Subject: PBR (Performance-Based Review) Letter****

I hope this message finds you well.

I am writing to formally present my Performance-Based Review (PBR) for the [specific time period, e.g., "the past year"].

1. ****Introduction****

- Briefly state the purpose of the letter and express appreciation for the opportunity.

2. ****Key Achievements****

- List your significant accomplishments, projects completed, and contributions made during the review period. Use bullet points for clarity.

- Achievement 1: [Description and impact]

- Achievement 2: [Description and impact]

- Achievement 3: [Description and impact]

3. ****Challenges Faced****

- Discuss any obstacles encountered and how you addressed them.

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

- Outline your objectives for the next review period and how they align with the organization's goals.

5. ****Request for Feedback****

- Invite constructive criticism and suggestions for improvement.

Thank you for considering my review. I look forward to discussing it further and continuing to contribute to our team's success.

Warm regards,

[Your Name]

[Your Job Title]

[Your Department]