

[Your Name]
[Your Title]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Business Owner's Name]
[Business Owner's Title]
[Company Name]

Dear [Business Owner's Name],

I hope this letter finds you well. As part of our annual evaluation process, I am writing to provide you with your performance review for the past year.

1. ****Overall Performance:****

- Summary of key accomplishments and contributions.
- Areas where the business has excelled under your leadership.

2. ****Goals and Objectives:****

- Review of the goals set in the previous period.
- Assessment of progress towards these goals.

3. ****Strengths:****

- Specific strengths that have positively impacted the business.
- Examples of successful initiatives led by you.

4. ****Areas for Improvement:****

- Constructive feedback on aspects that could be improved.
- Suggestions for professional development or resources needed.

5. ****Future Goals:****

- Outline of goals and objectives for the upcoming year.
- Discussion of strategic initiatives that align with the company's vision.

Thank you for your hard work and dedication to [Company Name]. Your contributions are greatly valued, and I look forward to discussing this review with you in detail. Please let me know a suitable time for a meeting.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]