

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Performance Rating Feedback

We are pleased to provide you with feedback on your performance for the evaluation period of [start date] to [end date]. After a thorough review, your performance has been rated as [Performance Rating: e.g., "Exceeds Expectations", "Meets Expectations", "Needs Improvement"].

Key Highlights:

1. [Highlight Achievement #1: e.g., "Consistently met project deadlines with high-quality deliverables."]
2. [Highlight Achievement #2: e.g., "Demonstrated leadership skills by mentoring new team members."]
3. [Highlight Achievement #3: e.g., "Contributed innovative ideas that improved team efficiency."]

Areas for Development:

1. [Improvement Area #1: e.g., "Focus on enhancing communication skills."]
2. [Improvement Area #2: e.g., "Seek opportunities for collaboration with cross-functional teams."]

We encourage you to set new goals for the upcoming evaluation period and take advantage of any available training programs. Your contributions to [Company Name] are greatly valued, and we look forward to your continued growth and success.

Best Regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]