

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Job Title]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Employee Performance Review

We are writing to provide you with feedback on your performance over the past [review period, e.g., year, quarter]. This review aims to recognize your accomplishments and identify areas for further development.

1. **Performance Overview**

- Summary of key responsibilities and expectations.
- Notable achievements (specific projects, goals met, etc.).

2. **Strengths**

- Highlight specific skills and contributions that have been valuable to the team and organization.

3. **Areas for Improvement**

- Constructive feedback on skills or behaviors that could be developed further.

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

- Outline of objectives and expectations for the upcoming period.
- Any training or support offered to help achieve these goals.

5. **Overall Assessment**

- General comments on the employee's performance, engagement, and potential.

We appreciate your contributions to the team and look forward to your continued growth and success within the company. Please feel free to reach out if you would like to discuss this review further.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]

[Enclosure: Performance Review Document, if applicable]