

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Position]

[Department]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Performance Review Criteria

As we approach the performance review period, we want to outline the key criteria that will be used to assess your performance over the past year. This review is designed to offer constructive feedback and set goals for your professional development.

The review criteria include the following key areas:

1. ****Job Knowledge and Skills****

- Mastery of required knowledge and skills
- Ability to apply knowledge effectively in various situations

2. ****Quality of Work****

- Accuracy and thoroughness of completed tasks
- Attention to detail and adherence to standards

3. ****Productivity and Efficiency****

- Timeliness in completing assignments
- Ability to manage time and prioritize tasks effectively

4. ****Communication****

- Clarity and effectiveness of both verbal and written communication
- Ability to listen and respond constructively to feedback

5. ****Teamwork and Collaboration****

- Willingness to cooperate and assist team members
- Contributions to a positive team environment

6. ****Initiative and Problem Solving****

- Proactive approach to tasks and challenges
- Ability to identify and resolve issues independently

7. ****Professional Development****

- Engagement in continuous learning and development
- Application of new skills or knowledge to improve performance

We encourage you to reflect on these criteria as you prepare for your upcoming performance review. Your self-assessment will be a valuable component of our discussion.

If you have any questions or need further clarification regarding the review process, feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Your Contact Information]