

[Your Name]

[Your Position]

[Company Name]

[Date]

[Employee's Name]

[Employee's Position]

Dear [Employee's Name],

As we conclude this performance review process, I want to take a moment to summarize our discussion and provide feedback on your performance over the past review period.

In summary, your contributions to our team have been [positive aspects and specific achievements]. Your commitment to [specific projects or tasks] has not gone unnoticed, and you have demonstrated significant growth in [skills or areas of improvement].

While there are areas where improvement is needed, such as [specific areas of improvement], I am confident that with dedication and effort, you can excel further. We encourage you to focus on [related goals or strategies for improvement] moving forward.

Thank you for your hard work and commitment to our team. I look forward to seeing your continued development and contributions to [Company Name] in the coming months.

Best regards,

[Your Name]

[Your Position]

[Company Name]