

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Position]

[Employee Address]

Dear [Employee Name],

Subject: Performance Review

I hope this message finds you well. This letter serves as a formal performance review for the period of [Start Date] to [End Date].

****Performance Summary****

- ****Key Achievements:****

- [Achievement 1]

- [Achievement 2]

- [Achievement 3]

- ****Areas of Strength:****

- [Strength 1]

- [Strength 2]

- [Strength 3]

- ****Areas for Improvement:****

- [Improvement Area 1]

- [Improvement Area 2]

****Goals for Next Period****

- [Goal 1]

- [Goal 2]

- [Goal 3]

****Overall Rating**:** [Rating Scale, e.g., Exceeds Expectations, Meets Expectations, etc.]

We appreciate your contributions to our team and look forward to your continued growth and success in your role. Please feel free to reach out if you have any questions or would like to discuss your performance further.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]