

[Your Name]

[Your Position]

[Company Name]

[Date]

[Employee's Name]

[Employee's Position]

Dear [Employee's Name],

I would like to take this opportunity to summarize your performance review for the [time period] period.

Overall, you have demonstrated [positive traits/skills, e.g., strong leadership, effective communication, etc.]. Your achievements include:

- [Achievement 1]

- [Achievement 2]

- [Achievement 3]

In terms of areas for improvement, we discussed [Area for Improvement 1] and [Area for Improvement 2]. I encourage you to focus on these aspects to further enhance your contributions to the team.

Looking ahead, I am confident that with your [strengths/skills], you will continue to grow and succeed in your role.

Thank you for your hard work and dedication.

Best regards,

[Your Name]

[Your Position]