

[Your Name]
[Your Title]
[Pharmacy Name]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employee's Name]
[Employee's Title]
[Pharmacy Name]

Dear [Employee's Name],

Subject: Performance Review

I hope this letter finds you well. As part of our commitment to professional development, we have conducted your performance review for the period of [start date] to [end date].

****Performance Highlights:****

1. ****Accuracy in Medication Dispensing:**** Your attention to detail in medication dispensing has consistently met our quality standards, with a [percentage]% accuracy rate.
2. ****Customer Service:**** You have demonstrated exceptional customer service skills, receiving positive feedback from patients regarding your helpfulness and professionalism.
3. ****Team Collaboration:**** Your ability to work effectively with the pharmacy team has contributed to a positive work environment and improved workflow.

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

1. ****Time Management:**** We encourage you to focus on enhancing your time management skills, particularly during peak hours, to ensure all tasks are completed efficiently.
2. ****Technological Proficiency:**** Familiarizing yourself with new software updates will aid in streamlining operations and improving efficiency.

****Goals for Next Review Period:****

1. Attend a time management workshop by [specific date].
2. Complete advanced training on our pharmacy software by [specific date].

We appreciate your hard work and dedication to our team. Please feel free to discuss this review further or share your thoughts during our upcoming one-on-one meeting scheduled for [date].

Thank you for your contributions, and we look forward to supporting your growth in the coming year.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Title]