

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Performance Review

I hope this message finds you well. This letter serves to formally address your performance review for the period of [review period].

****Performance Overview:****

During this review period, you have demonstrated [insert observations about employee's performance, strengths, and achievements, e.g., strong teamwork, meeting deadlines, quality of work, etc.].

****Key Accomplishments:****

- [List specific accomplishments or projects completed successfully]
- [Mention any goals met or exceeded]
- [Highlight contributions to team or company objectives]

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

While your performance has been commendable, there are areas where we believe you can enhance your skills:

- [List specific areas for growth or skills to develop]
- [Provide constructive suggestions for improvement]

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

For the upcoming period, we'd like to set the following goals:

- [Outline goals, expected outcomes, and any relevant training or support to be provided]
- [Indicate metrics for evaluation if applicable]

****Conclusion:****

Overall, we appreciate your hard work and dedication to [Employee's Department/Team]. We believe that with continued effort, you will excel in your role and contribute significantly to our team's success.

Thank you for your contributions to [Company Name]. Please feel free to discuss any feedback or concerns you may have regarding this review.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]