

[Your Name]
[Your Job Title]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employee's Name]
[Employee's Job Title]
[Employee's Department]

Subject: Performance Review

Dear [Employee's Name],

I hope this message finds you well.

I want to take this opportunity to provide you with feedback regarding your performance over the past [specify time period]. Your contributions to the team have been invaluable, and I appreciate your hard work and dedication.

****Strengths:****

1. [Highlight specific accomplishments or skills]
2. [Highlight specific accomplishments or skills]
3. [Highlight specific accomplishments or skills]

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

1. [Identify areas where improvement is needed]
2. [Identify areas where improvement is needed]
3. [Identify areas where improvement is needed]

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

1. [Set specific, measurable goals]
2. [Set specific, measurable goals]
3. [Set specific, measurable goals]

Thank you for your commitment to excellence and for being an important part of our team. I look forward to our continued collaboration and your growth in the coming months.

Best regards,

[Your Name]
[Your Job Title]