

[Your Name]

[Your Job Title]

[Your Department]

[Company Name]

[Date]

[Employee's Name]

[Employee's Job Title]

[Employee's Department]

Dear [Employee's Name],

Subject: Performance Review Feedback

**\*\*Introduction\*\***

Begin with a positive note about the employee's contributions over the review period.

**\*\*Performance Highlights\*\***

- Detail specific achievements and strengths.
- Mention key projects and their impact.
- Acknowledge skills and competencies demonstrated.

**\*\*Areas for Improvement\*\***

- Identify areas where growth is needed.
- Provide constructive feedback and suggestions for development.

**\*\*Goals for the Future\*\***

- Outline clear goals and expectations for the upcoming review period.
- Suggest potential training or resources to aid in professional growth.

**\*\*Conclusion\*\***

Reiterate appreciation for the employee's efforts. Encourage open communication and reiterate your support for their development.

Best regards,

[Your Name]

[Your Job Title]

[Contact Information]