

[Your Name]

[Your Job Title]

[Your Company]

[Date]

[Employee's Name]

[Employee's Job Title]

[Employee's Department]

Subject: Performance Review Feedback

Dear [Employee's Name],

I hope this message finds you well. As we conduct our performance reviews for this period, I would like to take the opportunity to acknowledge your contributions and provide constructive feedback.

****Strengths:****

- [Specific strength 1: e.g., Excellent communication skills]
- [Specific strength 2: e.g., Strong team player]
- [Specific strength 3: e.g., Consistently meets deadlines]

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

- [Specific area for improvement 1: e.g., Enhance technical skills in specific software]
- [Specific area for improvement 2: e.g., Develop leadership capabilities]
- [Specific area for improvement 3: e.g., Improve time management]

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

- [Goal 1: e.g., Complete certification in relevant course]
- [Goal 2: e.g., Lead a project team]
- [Goal 3: e.g., Attend a workshop on time management]

I appreciate your hard work and dedication to our team. Should you have any questions or wish to discuss this feedback further, please feel free to reach out.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]