

[Your Name]
[Your Title]
[Your Organization]
[Address]
[City, State, Zip]
[Email Address]
[Phone Number]
[Date]

[Employee's Name]
[Employee's Title]
[Employee's Department]
[Employee's Address]
[City, State, Zip]

Dear [Employee's Name],

Subject: Performance Review

I hope this letter finds you well. As part of our annual performance review process, I would like to take this opportunity to provide feedback on your performance as an Ultrasound Technician over the past year.

****Overall Performance:****

Your dedication and professionalism in the role have been commendable. You consistently demonstrate a strong work ethic and attention to detail in your imaging procedures.

****Technical Skills:****

Your technical skills in operating ultrasound equipment and performing diagnostic procedures are exceptional. Your ability to produce high-quality images has greatly contributed to accurate diagnoses and patient care.

****Patient Interaction:****

You have shown a natural ability to connect with patients, making them feel comfortable during their examinations. Your empathetic approach has been positively noted by both patients and staff.

****Team Collaboration:****

You collaborate effectively with your colleagues and are always willing to assist others when needed. Your contributions during team meetings have proven valuable in discussing workflow improvements.

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

While your performance has been strong, I encourage you to pursue additional training in the latest ultrasound technology to further enhance your skills.

****Goals for Next Year:****

1. Attend at least two professional development workshops related to ultrasound technology.
2. Mentor a junior staff member to help them acclimate to the role.

****Conclusion:****

Overall, you are a valued member of our team, and I look forward to your continued growth and success in the coming year. Please feel free to reach out if you would like to discuss this review further or set new performance goals.

Thank you for your hard work and dedication.

Sincerely,

[Your Name]
[Your Title]