

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: Performance Review

We are pleased to present your performance review for the past year as the Vice President of Marketing.

1. ****Key Achievements****

- [Achievement 1]
- [Achievement 2]
- [Achievement 3]

2. ****Areas of Strength****

- [Strength 1]
- [Strength 2]
- [Strength 3]

3. ****Opportunities for Growth****

- [Opportunity 1]
- [Opportunity 2]

4. ****Goals for Next Year****

- [Goal 1]
- [Goal 2]
- [Goal 3]

We appreciate your hard work and dedication. Your contributions have been invaluable, and we look forward to seeing your continued growth and success in the coming year.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]