

[Your Name]
[Your Title]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[VP of Finance's Name]
[VP of Finance's Title]
[Company Name]

Dear [VP of Finance's Name],
Subject: Performance Review

I hope this letter finds you well. As part of our regular performance review process, I would like to take this opportunity to assess your contributions and achievements over the past year.

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

- [Achievement 1: Brief description]
- [Achievement 2: Brief description]
- [Achievement 3: Brief description]

2. ****Strengths****

- [Strength 1: Brief description]
- [Strength 2: Brief description]
- [Strength 3: Brief description]

3. ****Areas for Improvement****

- [Area for Improvement 1: Brief description]
- [Area for Improvement 2: Brief description]

4. ****Goals for the Upcoming Year****

- [Goal 1: Brief description]
- [Goal 2: Brief description]

Your leadership has significantly impacted our financial strategies, and we appreciate your hard work and dedication. I look forward to continuing our collaboration and achieving our financial objectives in the upcoming year.

Best regards,
[Your Name]
[Your Title]