

[Your Name]
[Your Job Title]
[Your Company Name]
[Date]

[Employee's Name]
[Employee's Job Title]

Dear [Employee's Name],

I hope this message finds you well. As part of our performance review process, I would like to take this opportunity to provide you with feedback on your performance over the past year.

****Value:****

Your contributions to the team have significantly impacted our projects. Specifically, your ability to [specific contribution or responsibility] has enhanced our overall productivity.

****Quality:****

The quality of your work consistently meets and often exceeds expectations. Your attention to detail in [specific task or project] is commendable, and it reflects your commitment to excellence.

****Impact:****

Your efforts in [specific area or project] have not only benefited your team but also had a positive effect on [larger company goals or objectives]. The results of your hard work are evident in [specific outcomes or metrics].

****Goals:****

Going forward, I encourage you to focus on [specific areas for improvement or new goals]. Setting tangible objectives in these areas will help you continue to thrive in your role.

Thank you for your dedication, and I look forward to seeing your continued growth and success within the company. If you have any questions or would like to discuss this further, please feel free to reach out.

Best regards,

[Your Signature]

[Your Job Title]