

[Your Name]

[Your Position]

[Your Company]

[Date]

[Employee's Name]

[Employee's Position]

Dear [Employee's Name],

Subject: Performance Review

I hope this message finds you well. This performance review aims to provide constructive feedback on your work during the past [time period].

1. **Achievements**

- [List specific achievements and contributions]

2. **Strengths**

- [Highlight key strengths]

3. **Areas for Improvement**

- [Identify areas for development]

4. **Goals for Next Period**

- [Set specific, measurable goals]

Thank you for your hard work and dedication. I look forward to your continued growth and success at [Company Name].

Best regards,

[Your Signature (if printed)]

[Your Name]

[Your Position]