

[Your Name]

[Your Position]

[Your Company]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Department]

Dear [Employee's Name],

Subject: Performance Review

I hope this letter finds you well. This correspondence serves as your performance review for the period of [Review Period].

1. ****Overall Performance****

- Summary of performance quality, achievements, and areas for improvement.

2. ****Key Strengths****

- List specific skills and contributions that stood out.

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

- Highlight specific areas where improvement is needed, along with suggestions.

4. ****Goals for the Next Period****

- Outline objectives for the upcoming review period and any expected metrics.

5. ****Conclusion****

- Overall sentiment regarding performance, encouragement, and any potential for career advancement.

Thank you for your hard work and dedication. Let's schedule a time to discuss this review in more detail.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]