

\*\*[Your Company Letterhead]\*\*

\*\*[Date]\*\*

\*\*[Employee's Name]\*\*

\*\*[Employee's Job Title]\*\*

\*\*[Employee's Department]\*\*

\*\*[Company Name]\*\*

Dear [Employee's Name],

\*\*Subject: Performance Review Summary\*\*

1. \*\*Introduction\*\*

- Brief statement acknowledging the review period
- Purpose of the performance review

2. \*\*Performance Highlights\*\*

- Summary of achievements and contributions
- Specific metrics or goals met

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

- Identification of skills or areas needing development
- Suggestions for growth and resources available

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

- Set clear and measurable objectives
- Discuss professional development opportunities

5. \*\*Closing Remarks\*\*

- Expression of appreciation for efforts
- Encouragement for continued growth

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]