

[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.

As we approach the end of the review period, I would like to take this opportunity to reflect on your performance over the past year.

****Performance Highlights:****

- [Highlight 1: Describe a key achievement or strength]
- [Highlight 2: Describe another significant contribution or skill]
- [Highlight 3: Mention teamwork or leadership qualities, if applicable]

****Areas for Improvement:****

- [Area 1: Mention a skill or aspect where improvement is needed]
- [Area 2: Mention another area for development with suggestions for growth]

****Goals for Next Year:****

- [Goal 1: State a specific objective for the upcoming year]
- [Goal 2: State another goal related to career development or performance improvement]

I appreciate your hard work and dedication to the team. Let's schedule a time to discuss your review further.

Thank you for your contributions.

Best regards,

[Your Name]
[Your Position]