

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

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

Dear [Employee's Name],

I hope this message finds you well. As part of our ongoing performance review process, I would like to take this opportunity to discuss your contributions, achievements, and areas for development over the past year.

****Performance Overview:****

In this section, summarize the employee's performance, highlighting key achievements, strengths, and any challenges they may have faced.

****Key Achievements:****

1. [Achievement #1]
2. [Achievement #2]
3. [Achievement #3]

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

1. [Improvement Area #1]
2. [Improvement Area #2]

****Goals for Next Review Period:****

- [Goal #1]
- [Goal #2]

In conclusion, I appreciate your hard work and dedication to the team. I am looking forward to discussing this feedback further and collaborating on your goals for the upcoming year. Please let me know a suitable time to meet.

Best regards,

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