

[Your Name]

[Your Position]

[Your Company]

[Date]

[Employee's Name]

[Employee's Position]

Dear [Employee's Name],

Subject: Performance Review

I am writing to provide you with feedback regarding your performance over the past review period, [insert date range].

****Performance Overview****

Overall, your performance has been [insert overall performance rating].

You have made significant contributions in the following areas:

1. [Key Area of Achievement 1]
2. [Key Area of Achievement 2]
3. [Key Area of Achievement 3]

****Strengths****

Your strengths include:

- [Strength 1]
- [Strength 2]
- [Strength 3]

****Areas for Improvement****

While you have performed well, there are areas where improvement is needed:

- [Area for Improvement 1]
- [Area for Improvement 2]

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

For the upcoming review period, we encourage you to focus on the following goals:

1. [Goal 1]
2. [Goal 2]

****Conclusion****

Thank you for your hard work and dedication. We look forward to seeing your continued growth and contributions to the team.

Best regards,

[Your Name]

[Your Position]