

[Your Name]
[Your Job Title]
[Your Company]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Dear [Employee's Name],

Subject: Performance Review

I hope this message finds you well. This letter serves as a formal performance review for the period of [start date] to [end date].

****Performance Overview****

During this review period, your contributions and performance have been evaluated in the following areas:

1. ****Job Knowledge and Skills****
 - Strengths: [List strengths]
 - Areas for Improvement: [List areas]
2. ****Work Quality****
 - Strengths: [List strengths]
 - Areas for Improvement: [List areas]
3. ****Communication Skills****
 - Strengths: [List strengths]
 - Areas for Improvement: [List areas]
4. ****Teamwork and Collaboration****
 - Strengths: [List strengths]
 - Areas for Improvement: [List areas]
5. ****Goal Achievement****
 - Summary of Goals: [List goals]
 - Status: [Achieved/Partially Achieved/Not Achieved]

****Has Performance Improved?****

[Summarize performance improvements or setbacks]

****Recommendations and Goals for Next Review Period****

- [List recommendations]
- [Set specific goals]

In conclusion, I appreciate your hard work and dedication to [Company Name]. I encourage you to continue developing your skills and contributing to our team's success. Please feel free to reach out if you'd like to discuss this review further.

Thank you,

[Your Signature]
[Your Printed Name]
[Your Job Title]
[Your Company]