

[Your Name]

[Your Position]

[Your Department]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Department]

Dear [Employee's Name],

I hope this message finds you well. As part of our annual performance review process, I would like to take this opportunity to provide you with feedback regarding your performance over the past year.

****Performance Highlights:****

1. ****Key Achievement 1:**** [Description of achievement and impact on the team/company]

2. ****Key Achievement 2:**** [Description of achievement and impact on the team/company]

3. ****Key Skill Demonstrated:**** [Discussion of a skill or competency that stood out]

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

1. ****Area of Improvement 1:**** [Description of area and suggestions for development]

2. ****Area of Improvement 2:**** [Description of area and suggestions for development]

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

1. ****Goal 1:**** [Specific and measurable goal]

2. ****Goal 2:**** [Specific and measurable goal]

Overall, I appreciate your contributions to the team and am looking forward to seeing your continued growth and development. Please feel free to reach out if you would like to discuss this feedback in more detail or if you have any questions regarding your goals moving forward.

Thank you for your hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]