

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

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

Dear [Employee's Name],

Subject: Performance Review

I am writing to provide you with feedback on your performance over the past [review period, e.g., year, quarter].

**\*\*Overview\*\***

In this section, summarize the employee's overall performance and contributions to the team and company.

**\*\*Key Achievements\*\***

- Highlight specific accomplishments and contributions.
- Include metrics or examples to demonstrate impact.

**\*\*Areas for Improvement\*\***

- Identify areas where the employee can enhance their skills or performance.

- Provide constructive feedback and suggestions for development.

**\*\*Goals for the Next Review Period\*\***

- Outline objectives and targets for the upcoming period.
- Mention any relevant training or resources that can be utilized.

**\*\*Conclusion\*\***

Thank the employee for their hard work and dedication. Encourage them to continue their professional growth.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Contact Information]