

[Your Name]  
[Your Position]  
[Your Company]  
[Date]

[Employee's Name]  
[Employee's Position]  
[Employee's Department]

Dear [Employee's Name],

Subject: Performance Review

I hope this message finds you well. I would like to take this opportunity to discuss your performance over the past [time period, e.g., year, six months].

1. **\*\*Key Achievements\*\***

- [Achievement 1: Description]
- [Achievement 2: Description]
- [Achievement 3: Description]

2. **\*\*Areas for Improvement\*\***

- [Area 1: Description]
- [Area 2: Description]
- [Area 3: Description]

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

- [Goal 1: Description]
- [Goal 2: Description]
- [Goal 3: Description]

Your contributions are greatly appreciated, and I believe we can work together to enhance your performance in the upcoming period. I look forward to discussing this in more detail in our upcoming meeting scheduled for [date/time].

Thank you for your hard work and dedication to our team.

Best regards,

[Your Name]  
[Your Position]  
[Your Company]