

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[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 the opportunity to review your performance during the [time period].

****Accomplishments:****

- [List specific achievements and contributions]
- [Highlight any goals met or exceeded]
- [Mention any positive feedback received from peers or clients]

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

- [Identify specific areas where improvement is needed]
- [Provide constructive feedback and suggestions for development]

****Goals for the Future:****

- [Outline goals for the upcoming period]
- [Discuss any support or resources available to help achieve these goals]

I would like to schedule a meeting to discuss this review in detail and to hear your thoughts on your performance and development. Please let me know your availability for the upcoming days.

Thank you for your hard work and dedication to [Company Name]. I look forward to our conversation.

Sincerely,

[Your Name]
[Your Position]