

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

Dear [Employee's Name],

Subject: Performance Review

I hope this message finds you well. As part of our regular performance review process, I would like to take this opportunity to reflect on your contributions to [Company/Department Name] over the past [time period].

1. ****Performance Highlights:****

- [Detail specific achievements or contributions]
- [Highlight any exceptional projects or tasks completed]
- [Mention any positive feedback received from colleagues or clients]

2. ****Areas for Improvement:****

- [Provide constructive feedback on areas where growth is needed]
- [Suggest ways to improve performance in the future]
- [Encourage the employee to seek support or resources as needed]

3. ****Goals for the Next Period:****

- [Outline specific goals for the next performance period]
- [Discuss any skills or training that could help in achieving these goals]

4. ****Additional Comments:****

- [Include any other relevant information or observations]
- [Reiterate the company's support for the employee's growth]

Thank you for your hard work and dedication to our team. I look forward to discussing your performance and future goals in our upcoming meeting on [date/time].

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]