

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Department]

[Employee's Contact Information]

Dear [Employee's Name],

I hope this message finds you well. As part of our ongoing commitment to fostering employee growth and development, we would like to take this opportunity to conduct your performance review for the period of [start date] to [end date].

**\*\*Performance Overview\*\***

During this review period, you have demonstrated [specific strengths/achievements]. Your contributions to [specific projects or tasks] have significantly impacted our team's success, including [specific results or outcomes].

**\*\*Areas of Improvement\*\***

While you have performed well, there are areas where we believe you can improve. Specifically, we encourage you to focus on [specific skills or areas for development]. This will not only enhance your performance but also contribute to your professional growth.

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

Looking ahead, we would like to set the following goals for you to achieve by your next review:

1. [Goal 1]
2. [Goal 2]
3. [Goal 3]

**\*\*Feedback and Support\*\***

We are committed to supporting you in these endeavors and are here to offer guidance and resources. Please feel free to reach out for assistance or to discuss any questions you may have regarding this review.

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

Thank you for your hard work and dedication to [Company Name]. We are looking forward to seeing your continued growth and contributions to our team.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]