

[Your Name]
[Your Title]
[Your Department]
[Your Company]
[Date]

[Employee's Name]
[Employee's Title]
[Employee's Department]

Dear [Employee's Name],

Subject: Performance Review

I hope this message finds you well. This letter serves as your performance review for the period of [start date] to [end date].

****Performance Overview****

- Key Achievements:

1. [Achievement 1]
2. [Achievement 2]
3. [Achievement 3]

- Areas of Strength:

1. [Strength 1]
2. [Strength 2]

- Opportunities for Improvement:

1. [Improvement Area 1]
2. [Improvement Area 2]

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

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

****Overall Rating****: [Rating Scale]

Thank you for your hard work and dedication over the past year. Please feel free to reach out if you have any questions or would like to discuss your review further.

Best regards,

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