

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

Subject: Performance Review

I hope this message finds you well.

As part of our regular performance review process, we have conducted an evaluation of your work over the past [review period, e.g., year/quarter]. We value your contributions and would like to share our feedback and discuss your growth within the company.

Overall, you have demonstrated [positive attributes, e.g., strong leadership, teamwork, initiative] and have successfully [mention specific achievements or contributions]. However, we have identified some areas where improvement is needed, such as [mention areas for improvement].

To support your development, we encourage you to [suggest training, mentorship, or specific goals]. We believe that focusing on these areas will not only enhance your performance but also contribute to your career advancement within our organization.

We would like to schedule a meeting to discuss your review in detail.

Please let us know your availability for the upcoming week.

Thank you for your hard work and dedication. We look forward to continuing to support your growth at [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]