

# Performance Review Communication

Dear [Employee's Name],

Thank you for meeting with me today for your performance review. I appreciate your hard work and dedication over the past year. There are a few key areas I would like to discuss.

## Strengths

Your ability to [specific strength] has significantly contributed to our team's success. I value your commitment to [another strength], which has made a positive impact on our projects.

## Areas for Improvement

However, I believe there are areas where you can improve. I would like you to focus on [specific area for improvement] in the coming months. This will enhance your performance and benefit the team.

## Goals

To support your development, let's set the following goals: [list specific goals]. I am here to help you achieve these and provide any resources you might need.

Please let me know if you have any questions or require clarification on any points discussed.

Thank you for your continued efforts and contributions. I look forward to seeing your progress.

Sincerely,  
[Your Name]  
[Your Position]