

Performance Update Letter

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Individual Performance Update

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide an update on my performance for the [specify time period] period.

Key Achievements:

- [Achievement 1]
- [Achievement 2]
- [Achievement 3]

Areas for Improvement:

- [Area 1]
- [Area 2]

Goals for Next Period:

- [Goal 1]
- [Goal 2]

Thank you for your continued support. I look forward to your feedback.

Sincerely,

[Your Name]

[Your Position]