

Performance Metrics Review

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Performance Metrics Review

Dear [Employee's Name],

I hope this message finds you well. As part of our ongoing performance management process, I would like to review your performance metrics for the past [insert time period]. This review aims to assess your progress and identify areas for improvement.

Performance Metrics Overview

- **Metric 1:** [Description and results]
- **Metric 2:** [Description and results]
- **Metric 3:** [Description and results]

Key Achievements

[List any significant achievements during the review period]

Areas for Improvement

[Outline any areas where further development is needed]

Next Steps

I would like to schedule a meeting to discuss your performance in detail. Please let me know your availability for the upcoming week.

Thank you for your hard work and dedication.

Sincerely,

[Manager's Name]

[Manager's Title]