

Performance Review Letter

Date: [Insert Date]

To: [Consultant's Name]

From: [Your Name]

Subject: Performance Review

Dear [Consultant's Name],

We are pleased to present you with the performance review for your consulting work over the past [time period]. This review aims to evaluate your contributions, strengths, and areas for improvement.

Performance Highlights:

- Demonstrated excellence in [specific project or task].
- Consistently met deadlines and objectives.
- Provided valuable insights and recommendations.

Areas for Improvement:

- Enhance communication with team members.
- Focus on time management during high-pressure situations.

Goals for Next Review Period:

- Complete [specific project] by [deadline].
- Attend [specific training or workshop].

We appreciate your hard work and commitment to excellence. Please feel free to reach out if you have any questions or require further feedback.

Sincerely,

[Your Name]

[Your Position]

[Your Company]