

# Employee Performance Highlights

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Performance Highlights

Dear [Employee Name],

We would like to take a moment to acknowledge and highlight your outstanding performance over the past [insert time period]. Here are some key achievements:

- Completed [specific project or task] ahead of schedule, contributing to team success.
- Consistently exceeded sales targets by [percentage] within this quarter.
- Received positive feedback from clients regarding your customer service skills.
- Demonstrated exceptional teamwork by [specific example of collaboration].

Your hard work and dedication are truly appreciated. We look forward to your continued contributions and growth within the company.

Best Regards,

[Manager Name]

[Manager Title]

[Company Name]