

Performance Rating Communication

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Performance Rating for [Review Period]

Dear [Employee's Name],

I hope this message finds you well. I would like to take a moment to discuss your performance rating for the period of [Start Date] to [End Date]. Based on the evaluation process, I am pleased to inform you that your performance rating is [Insert Rating, e.g., Exceeds Expectations, Meets Expectations, etc.].

Performance Highlights:

- [Highlight 1]
- [Highlight 2]
- [Highlight 3]

Areas for Improvement:

- [Improvement Area 1]
- [Improvement Area 2]

We appreciate your hard work and dedication during this review period. Let's schedule a meeting to discuss your performance in detail and to set goals for the upcoming period.

Thank you for your continued contributions to our team.

Best regards,

[Manager's Name]

[Manager's Title]

[Company Name]