

# Follow-up on Performance Review Consultation

Dear [Recipient's Name],

I hope this message finds you well. I wanted to take a moment to follow up on our recent consultation regarding your performance review. I appreciate the time you took to discuss your goals and achievements, and I am encouraged by your commitment to professional development.

As we outlined during our meeting, it is important to focus on the key performance indicators we've identified, including [specific goals/indicators]. I believe that by concentrating on these areas, you can make significant strides in your performance.

If you have any further questions or need additional resources, please do not hesitate to reach out. I am here to support you in your development journey.

Thank you once again for your dedication, and I look forward to seeing your progress over the coming months.

Best regards,

[Your Name]  
[Your Position]  
[Your Company]