

# Performance Review Agreement

Date: [Insert Date]

To: [Employee's Name]  
[Employee's Position]  
[Company Name]

## Performance Review Overview

Dear [Employee's Name],

This letter serves as a formal agreement concerning your performance review scheduled for [Insert Date of Review]. The purpose of this review is to assess your contributions, discuss your goals, and explore areas for improvement, as well as celebrate your achievements.

## Review Objectives

- Evaluate performance against set goals
- Provide constructive feedback
- Establish new objectives for the upcoming period
- Discuss professional development opportunities

## Review Process

The review will consist of a self-assessment submitted by you before the meeting, followed by a discussion of your performance and future goals. Please provide your self-assessment by [Insert Deadline].

## Next Steps

Please confirm your availability for the review meeting by [Insert Confirmation Deadline]. If you have any questions or would like to discuss this agreement further, feel free to reach out.

We look forward to our discussion and appreciate your hard work and contributions to [Company Name].

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]