

Sustainability Performance Review

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Sustainability Performance Review

Dear [Employee Name],

As part of our ongoing commitment to sustainability, we are conducting performance reviews focused on our environmental impact and initiatives. This letter serves to detail your contributions and areas for improvement in our sustainability efforts.

Performance Summary

Your key contributions this period included:

- [Contribution 1]
- [Contribution 2]
- [Contribution 3]

Areas for Improvement

To enhance our sustainability practices, we recommend focusing on the following areas:

- [Improvement Area 1]
- [Improvement Area 2]
- [Improvement Area 3]

Goals for Next Period

Moving forward, we would like you to aim for the following sustainability goals:

- [Goal 1]
- [Goal 2]
- [Goal 3]

Thank you for your continued efforts in making our organization more sustainable. Please feel free to reach out if you have any questions or need further clarification.

Sincerely,

[Manager Name]

[Title]

[Company Name]