

# Performance Review - Areas for Improvement

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Position: [Insert Position]

Reviewer: [Insert Reviewer's Name]

## Areas for Improvement

- **Communication Skills:** [Provide specific feedback on how the employee can enhance their communication, such as being clearer in emails or improving verbal presentations.]
- **Time Management:** [Discuss time management issues, including deadlines that were missed and suggestions for better prioritization.]
- **Team Collaboration:** [Address any difficulties in working with team members and offer strategies to improve collaboration.]
- **Technical Skills:** [Identify any technical skills that need improvement and recommend training resources or learning paths.]
- **Attitude and Professionalism:** [Highlight any concerns regarding attitude in the workplace and the importance of maintaining a professional demeanor.]

## Goals for Next Review Period

[Outline specific goals and objectives to address the areas of improvement mentioned above. Include measurable outcomes where possible.]

## Conclusion

We believe that with focused effort in these areas, you will enhance your overall performance and contribute positively to our team. Please feel free to reach out with any questions or for additional resources to support your development.

Sincerely,

[Insert Reviewer's Name]

[Insert Position]