

Dear [Employee's Name],

Thank you for meeting with me to discuss your performance review on [Date]. I appreciate your openness and willingness to engage in this process.

As mentioned during our discussion, I wanted to follow up on a few key points:

- Your strengths in [specific skill or project].
- Areas for potential growth, including [specific areas].
- The goals we have set for the next quarter: [list goals].

Please remember that I am here to support you in achieving these goals. If you have any questions or would like to discuss anything further, don't hesitate to reach out.

Looking forward to our continued collaboration.

Best regards,  
[Your Name]  
[Your Job Title]  
[Your Company]