

Performance Review Results Summary

Date: [Insert Date]

To: [Hiring Manager's Name]

From: [Your Name]

Subject: Performance Review Results Summary

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to summarize my performance review results as part of my application for the [Job Title] position. My recent performance review highlighted several key accomplishments and areas of continuous development.

Key Accomplishments

- [Achievement #1: Description]
- [Achievement #2: Description]
- [Achievement #3: Description]

Areas for Improvement

- [Improvement Area #1: Description]
- [Improvement Area #2: Description]

I am committed to leveraging my strengths and addressing my improvement areas to enhance my contributions to the [Company Name] team. Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further.

Sincerely,

[Your Name]

[Your Contact Information]