

Performance Check Letter

Date: [Insert Date]

To: [Staff Member's Name]

Position: [Staff Member's Position]

From: [Your Name]

Position: [Your Position]

Subject: Performance Check Review

Dear [Staff Member's Name],

As part of our ongoing commitment to ensuring the success of our team, we conduct regular performance checks to evaluate the contributions of our staff members. This letter serves to inform you that we will be conducting your performance check on [Insert Date of Performance Check].

During this evaluation, we will assess your achievements, challenges faced, and overall contributions to the team and organization. We encourage open dialogue and welcome any feedback or insights you wish to share during this process.

Please prepare any relevant materials and documentation that you believe will assist in this performance check, including your key accomplishments and areas for improvement.

Thank you for your dedication and hard work. We look forward to discussing your contributions to the team.

Sincerely,

[Your Name]

[Your Position]

[Team Name]