

Mid-Year Performance Check

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Mid-Year Performance Review

Dear [Employee's Name],

As we reach the midpoint of the year, I would like to take the opportunity to conduct a performance check to review your progress and achievements. Your contributions over the past six months have been valuable, and this review will help us identify areas of strength as well as opportunities for growth.

Please prepare a summary of your accomplishments, challenges you've faced, and any support you may need moving forward. We will schedule a meeting to discuss this in detail and outline our goals for the remainder of the year.

Thank you for your hard work and dedication. I look forward to our conversation.

Best regards,

[Manager's Name]

[Manager's Title]