

Performance Review

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Performance Review

Dear [Employee's Name],

As part of our ongoing commitment to employee development, we have conducted a performance review for your contributions over the past [time period]. This letter summarizes our discussion and provides feedback on your performance.

Performance Highlights:

- [Achievement or Strength 1]
- [Achievement or Strength 2]
- [Achievement or Strength 3]

Areas for Improvement:

- [Area for Improvement 1]
- [Area for Improvement 2]
- [Area for Improvement 3]

Goals for the Upcoming Review Period:

- [Goal 1]
- [Goal 2]
- [Goal 3]

We appreciate your hard work and dedication to the team. If you have any questions or would like to discuss this review further, please feel free to reach out.

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]