

Performance Review Highlights

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Overview

Dear [Employee Name],

Thank you for your hard work and dedication over the past year. Below are the highlights from your recent performance review.

Strengths

- Consistently meets project deadlines.
- Exhibits strong leadership skills within the team.
- Demonstrates excellent problem-solving abilities.

Areas for Improvement

- Enhancing communication skills for better team collaboration.
- Seeking feedback more frequently to support professional growth.

Goals for the Upcoming Year

- Complete a training program on effective communication.
- Take lead on at least two major projects.

Conclusion

Your contributions are valued, and we look forward to seeing your continued growth. Please feel free to reach out if you have any questions or need further clarification.

Best regards,

[Manager Name]

[Position]