

# Performance Benchmarks Review

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Performance Benchmarks Review

Dear [Employee Name],

I hope this message finds you well. As part of our ongoing commitment to performance evaluation and professional development, we will be conducting a review of your performance benchmarks.

This review will address the following key areas:

- Achievement of individual goals
- Collaboration and teamwork
- Adherence to deadlines
- Quality of work
- Customer feedback and satisfaction

Please prepare a brief summary of your accomplishments in these areas, as well as any challenges you have faced, by [Insert Due Date]. This will help us facilitate a constructive discussion during our review meeting scheduled for [Insert Meeting Date].

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

Sincerely,

[Manager Name]

[Manager Title]

[Company Name]