

Performance Review Letter

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Performance Review Summary

Dear [Employee's Name],

We appreciate your hard work and dedication throughout the [insert review period, e.g., "past year"]. This review serves to acknowledge your contributions and provide feedback for your continued growth within the company.

Performance Highlights

- [Highlight 1: Describe a key achievement or strength]
- [Highlight 2: Describe another achievement or strength]
- [Highlight 3: Describe additional achievement or strength]

Areas for Improvement

- [Area 1: Suggest an area for improvement]
- [Area 2: Suggest another area for improvement]

Goals for the Upcoming Period

For the upcoming year, we encourage you to focus on the following goals:

- [Goal 1: Describe a specific goal]
- [Goal 2: Describe another specific goal]

Thank you for your contributions to [Company Name]. We look forward to seeing your continued growth and success. Please feel free to reach out if you have any questions or wish to discuss this review further.

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]