

Performance Review for [Employee Name]

Date: [Date]

Dear [Employee Name],

As part of our annual performance review process, I would like to provide you with feedback on your performance over the past year. This review highlights your achievements, areas for improvement, and goals for the upcoming period.

Achievements

- [Achievement 1]
- [Achievement 2]
- [Achievement 3]

Areas for Improvement

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

Goals for Next Period

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

I appreciate your hard work and dedication, and I look forward to seeing your continued growth within the company. Let's schedule a time to discuss this feedback in detail and to set your objectives moving forward.

Best Regards,

[Your Name]

[Your Job Title]