

Performance Review Feedback

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Performance Review Summary

Dear [Employee's Name],

I hope this message finds you well. As part of our ongoing commitment to enhancing performance and professional development, I would like to discuss your recent performance review. This evaluation reflects your contributions over the past [time period] and serves as a foundation for our feedback discussion.

Strengths

- [Strength 1]
- [Strength 2]
- [Strength 3]

Areas for Improvement

- [Area 1]
- [Area 2]
- [Area 3]

Goals for Next Review Period

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

Please prepare any thoughts, questions, or comments you may have prior to our meeting, which is scheduled for [insert date and time]. I look forward to our discussion and to supporting your continued growth within the company.

Best regards,

[Manager's Name]

[Manager's Title]

[Company Name]