

# Quality Assurance Performance Review

Date: [Insert Date]

To: [Employee Name]

From: [Manager's Name]

Subject: Performance Review

Dear [Employee Name],

As part of our ongoing commitment to quality assurance and employee development, we have conducted your performance review for the [Insert Review Period].

## Performance Summary

- Quality of Work: [Insert Details]
- Attention to Detail: [Insert Details]
- Compliance with Standards: [Insert Details]
- Communication Skills: [Insert Details]
- Collaboration with Team: [Insert Details]

## Areas for Improvement

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

## Goals for Next Review Period

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

Your contributions are valuable to our team's success, and we are committed to supporting your growth and development. Please feel free to reach out if you have any questions or would like to discuss this review further.

Sincerely,

[Manager's Name]  
[Manager's Position]