

# Employee Performance Review

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: Performance Review

Dear [Employee Name],

We would like to take this opportunity to review your performance for the evaluation period of [Insert Period]. Your contributions to the team have been valuable, and we appreciate your hard work and dedication.

## Achievements

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

## Areas for Improvement

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

## Goals for the Next Review Period

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

We encourage open communication and would like to discuss this review with you during our meeting scheduled for [Insert Date and Time].

Thank you for your hard work. We look forward to supporting your continued growth and success at [Company Name].

Sincerely,

[Manager/Supervisor Name]  
[Manager/Supervisor Job Title]  
[Company Name]