

Performance Review Letter

Date: [Insert Date]

To: [Consultant's Name]

From: [Your Name]

Subject: Performance Review for [Consultancy Project/Period]

Dear [Consultant's Name],

I hope this message finds you well. As part of our ongoing commitment to quality assurance in our consultancy services, we are conducting a performance review for the period of [insert time frame]. This review aims to evaluate the effectiveness of the consultancy provided, identify areas of strength, and highlight opportunities for improvement.

Performance Metrics

- Quality of Deliverables: [Provide feedback]
- Communication: [Provide feedback]
- Timeliness: [Provide feedback]
- Client Satisfaction: [Provide feedback]

Areas for Improvement

[Discuss specific areas that need attention or improvement]

Conclusion

We appreciate your contribution to our consultancy project and look forward to discussing this review in detail. Please let us know your availability for a follow-up meeting.

Thank you for your hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]