

Performance Efficiency Observations

Date: _____

To: _____

From: _____

Dear [Recipient's Name],

I am writing to share my observations regarding your performance efficiency over the past [time period]. After careful review, I have noted several key areas that highlight your contributions as well as opportunities for further improvement.

Observations

- **Strengths:**
 - [Detail 1]
 - [Detail 2]
 - [Detail 3]
- **Opportunities for Improvement:**
 - [Detail 1]
 - [Detail 2]
 - [Detail 3]

I encourage you to focus on the identified opportunities for improvement while continuing to leverage your strengths. Together, we can work towards achieving greater performance efficiencies.

Please let me know a convenient time for us to discuss this further.

Best Regards,

[Your Name]

[Your Position]