

Staff Performance Review Implementation

Date: [Insert Date]

To: [Employee Name]

Department: [Department Name]

Performance Review Summary

Dear [Employee Name],

We appreciate your hard work and dedication over the past year. This letter outlines the performance review process and the areas we will focus on during the implementation.

Review Objectives

- Assess individual contributions to team goals.
- Identify areas for professional growth and development.
- Set clear expectations for the next review period.

Review Schedule

Your performance review is scheduled for [Insert Date] at [Insert Time]. Please prepare by reflecting on your accomplishments and any challenges faced.

Feedback Areas

We will focus on the following key performance indicators:

- Quality of work
- Collaboration and teamwork
- Communication skills
- Problem-solving abilities

Next Steps

Please confirm your availability for the scheduled review and feel free to reach out with any questions or concerns.

Best regards,

[Your Name]

[Your Position]

[Company Name]