

Performance Review Letter

Date: [Insert Date]

To: [Insert Student's Name]

From: [Insert Teacher's Name]

Subject: Academic Performance Review

Dear [Insert Student's Name],

I hope this message finds you well. I am writing to provide you with a performance review regarding your academic progress during this term.

Academic Performance Overview

In the following areas, I have observed significant strengths:

- Subject 1: [Insert Comments]
- Subject 2: [Insert Comments]
- Subject 3: [Insert Comments]

Areas for improvement include:

- Subject 1: [Insert Comments]
- Subject 2: [Insert Comments]
- Subject 3: [Insert Comments]

Goals for Next Term

As we move forward, I encourage you to focus on the following goals:

- Goal 1: [Insert Comments]
- Goal 2: [Insert Comments]
- Goal 3: [Insert Comments]

Please feel free to reach out if you have any questions or if you'd like to discuss your performance further.

Best regards,

[Insert Teacher's Name]

[Insert Teacher's Position]

[Insert School's Name]