

Performance Review Letter

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Dear [Employee Name],

As we conclude this performance review period, I want to take a moment to acknowledge your contributions and growth in your role as [Employee Position]. Your dedication to your work and commitment to the team have not gone unnoticed.

Performance Highlights

- [Highlight 1]
- [Highlight 2]
- [Highlight 3]

Areas for Improvement

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

Goals for the Next Review Period

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

We appreciate your hard work and dedication. Should you have any questions or require further discussion, feel free to reach out.

Best regards,

[Senior Executive Name]

[Title]

[Company Name]