

# Performance Review Notification

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Position: [Insert Employee Position]

Department: [Insert Department]

**Dear [Employee Name],**

As part of our continuous improvement process, we have conducted a performance review for the past year. This is an opportunity to recognize your achievements and to identify areas for growth and development.

## **Performance Highlights:**

- [Achievement 1]
- [Achievement 2]
- [Achievement 3]

## **Areas for Improvement:**

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

To support your development, we recommend the following actions:

1. [Development Action 1]
2. [Development Action 2]
3. [Development Action 3]

We appreciate your contributions to the team and look forward to seeing your continued growth. Please feel free to reach out with any questions or if you would like to discuss this review in more detail.

Sincerely,

[Your Name]

[Your Position]