

Upcoming Performance Review Guidance

Dear [Employee's Name],

As we approach the upcoming performance review period, I wanted to provide you with some guidance to help you prepare effectively.

Review Objectives

The primary purpose of the performance review is to assess your achievements over the past year, discuss areas for improvement, and set goals for the upcoming year.

Preparation Steps

- Reflect on your accomplishments and challenges from the past year.
- Gather any relevant data or feedback that highlights your performance.
- Consider your career aspirations and any support you may need from management.

Discussion Topics

During the review, we will cover the following:

1. Your key achievements and contributions
2. Areas for improvement and development
3. Goals and expectations for the next review period

We encourage you to come prepared with any questions or topics you wish to discuss.

Thank you for your hard work and dedication. I look forward to our conversation.

Best regards,

[Your Name]

[Your Position]