

# Mid-Year Performance Review

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Position: [Insert Position]

Dear [Employee Name],

As part of our commitment to your professional development, we are conducting a mid-year performance review. This review aims to evaluate your performance over the past six months and set goals moving forward.

## Performance Highlights

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

## Areas for Improvement

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

## Goals for the Next Review Period

- [Goal 1]
- [Goal 2]

This review will be discussed during our scheduled meeting on [Insert Date]. Please come prepared to share your thoughts and any additional feedback you might have.

Thank you for your hard work and dedication.

Sincerely,  
[Your Name]  
[Your Position]