

Partnership Performance Appraisal

Date: [Insert Date]

To: [Partner's Name]

From: [Your Name]

Subject: Partnership Performance Appraisal for the Year [Year]

Dear [Partner's Name],

I hope this message finds you well. As part of our commitment to continuous improvement and accountability, we are conducting a performance appraisal of our partnership for the year [Year].

Performance Overview:

- **Key Achievements:** [List of achievements]
- **Collaboration Strengths:** [List strengths]
- **Areas for Improvement:** [List areas]

Goals for Next Period:

We suggest setting the following goals for the upcoming year:

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

Please review this appraisal and provide your feedback by [Insert Feedback Deadline]. Your insights are invaluable for our growth and success.

Thank you for your partnership and dedication.

Sincerely,

[Your Name]

[Your Position]

[Your Company]