

# Partnership Performance Review

Date: [Insert Date]

To: [Partner's Name]

From: [Your Name]

Subject: Performance Review for [Partnership/Project Name]

Dear [Partner's Name],

As we approach the end of this review period, I wanted to take the time to evaluate our partnership performance regarding [specific project or initiative]. Our collaboration has been significant in achieving [specific goals or results].

## Key Performance Areas:

- **Communication:** [Provide direct feedback on communication effectiveness.]
- **Timeliness:** [Discuss adherence to deadlines.]
- **Quality of Work:** [Evaluate the quality of deliverables.]
- **Team Collaboration:** [Comment on teamwork and cooperation.]

## Strengths:

[List specific strengths observed during the partnership.]

## Areas for Improvement:

[Outline any areas needing enhancement with specific examples.]

## Future Goals:

Moving forward, I suggest we focus on [list future goals or objectives]. Establishing expectations in these areas will ensure continued success in our partnership.

I appreciate your efforts and contributions thus far and look forward to discussing this review in detail. Please feel free to share your thoughts and feedback.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]