

Performance and Progress Snapshot

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Performance and Progress Snapshot

Overview

Dear [Employee Name],

This letter serves as a snapshot of your performance and progress over the past [time period]. We appreciate your contributions and would like to highlight key areas of achievement as well as opportunities for development.

Key Achievements

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

Areas for Development

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

Goals Moving Forward

To support your growth, we would like to set the following goals:

- [Goal 1]
- [Goal 2]

We encourage you to discuss your thoughts on this feedback and together we can create a plan for your continued success.

Best regards,

[Manager Name]

[Position]

[Company Name]