

# Individual Performance Analysis

Date: [Insert Date]

To: [Employee's Name]

From: [Supervisor's Name]

Subject: Performance Analysis Review

Dear [Employee's Name],

I hope this message finds you well. This letter serves to provide you with feedback on your individual performance over the past [insert evaluation period].

## Strengths

- [Strength 1]
- [Strength 2]
- [Strength 3]

## Areas for Improvement

- [Area for Improvement 1]
- [Area for Improvement 2]
- [Area for Improvement 3]

## Goals for Next Period

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

Please schedule a meeting with me to discuss this analysis further and plan actionable steps moving forward.

Thank you for your hard work and dedication.

Sincerely,

[Supervisor's Name]

[Supervisor's Title]