

# Performance Review for [Student's Name]

Date: [Date]

Dear [Student's Name],

As we reach the [specify time period: end of semester, quarter, etc.], it is important to take a moment to reflect on your progress and achievements in this course.

## Strengths:

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

## Areas for Improvement:

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

## Goals for Next Period:

- [Goal 1]
- [Goal 2]

Overall, I am pleased with your progress, and I encourage you to continue working hard and striving for excellence. Please feel free to reach out if you have any questions or need assistance.

Sincerely,

[Instructor's Name]

[Instructor's Position]

[School Name]