

Employee Contribution Review

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Position: [Insert Position]

Store Location: [Insert Store Location]

Dear [Employee Name],

We would like to take this opportunity to review your contributions to our team over the past [insert time period]. Your performance has been a crucial part of our success, and we appreciate your hard work and dedication.

During this review period, you have consistently demonstrated the following strengths:

- Exceptional customer service skills
- Team collaboration and support
- Ability to handle inventory management efficiently

We would also like to discuss areas for improvement that can help you further develop your skills:

- Enhancing product knowledge
- Improving sales techniques
- Participating in training opportunities

We encourage you to maintain your positive contributions and focus on the development areas mentioned. To facilitate this, we propose setting up a follow-up meeting on [insert date] to discuss your goals and further actions.

Thank you for your commitment and contributions to [Store Name]. We look forward to your continued success.

Sincerely,

[Your Name]

[Your Position]

[Company Name]