

Performance Review for [Employee Name]

Date: [Date]

Dear [Employee Name],

We are conducting your performance review for the period of [Start Date] to [End Date]. This review aims to acknowledge your contributions and identify areas for improvement.

Job Performance

During this review period, you demonstrated [specific achievements or areas of strength]. Your ability to [mention specific tasks or responsibilities] has been commendable.

Areas for Improvement

In terms of growth, we encourage you to focus on [specific areas where improvement is needed]. Enhancing your skills in these areas will greatly contribute to your success and the team's overall performance.

Goals for Next Review Period

For the upcoming period, we recommend setting the following goals: [list specific goals]. Achieving these goals will position you for greater responsibilities and potential career advancement.

Conclusion

We appreciate your hard work and dedication to [Company Name]. We look forward to seeing your continued growth and contributions to the team.

Sincerely,

[Manager Name]

[Position]

[Company Name]