

Job Performance Review

Date: [Insert Date]

To: [Employee Name]

Position: [Job Title]

From: [Supervisor's Name]

Subject: Performance Review

Dear [Employee Name],

As part of our ongoing commitment to employee development, we have conducted a performance review for your role as a construction worker. This review reflects your performance over the past [time frame].

Strengths

- **Reliability:** You consistently arrive on time and adhere to project schedules.
- **Teamwork:** You collaborate effectively with your coworkers to achieve project goals.
- **Safety Compliance:** You maintain a strong awareness of safety protocols, thereby contributing to a safer work environment.

Areas for Improvement

- **Skill Development:** Consider taking additional training in [specific skill] to enhance your capabilities.
- **Communication:** Improve communication with team members to ensure clarity on project tasks.

Goals for Next Review Period

- Complete [specific training or certification] by [date].
- Lead a small project team to improve leadership skills.

Overall, your contributions to the team are valued, and we look forward to seeing your progress in the coming months.

Sincerely,

[Supervisor's Name]

[Title]

[Company Name]