

Biannual Performance Review

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Employee Department]

Supervisor: [Supervisor Name]

Dear [Employee Name],

As part of our commitment to fostering professional growth and ensuring the highest standards of performance, we are conducting your biannual performance review. This evaluation covers the period from [Start Date] to [End Date].

Performance Highlights:

- [Highlight 1]
- [Highlight 2]
- [Highlight 3]

Areas for Improvement:

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

Goals for the Next Review Period:

- [Goal 1]
- [Goal 2]

We appreciate your hard work and contributions to the team. Please schedule a meeting with me by [Deadline] to discuss your performance review in detail.

Thank you for your dedication to our organization.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]