

Performance Review for [Employee Name]

Date: [Review Date]

Dear [Employee Name],

We are pleased to conduct your annual performance review, reflecting on your contributions to [Company Name] over the past year. This review will assess your performance, strengths, and areas for improvement.

Performance Overview

Your ability to engage with customers and provide excellent service has been one of your key strengths. Your sales performance has consistently surpassed the goals set for your position.

Strengths

- Exceptional customer service skills
- Ability to work well in a team
- Strong understanding of product knowledge

Areas for Improvement

- Enhance time management skills
- Increase involvement in team meetings
- Seek additional training on inventory management

Goals for the Next Review Period

1. Achieve a sales target of [specific amount]
2. Complete the upcoming training sessions
3. Improve product display techniques

We appreciate your hard work and dedication to [Company Name]. Please feel free to discuss any questions or feedback you may have regarding this review.

Sincerely,

[Manager Name]

[Manager Title]

[Company Name]