

Productivity Review Introduction

Dear [Employee's Name],

I hope this message finds you well. As part of our ongoing commitment to enhancing performance and efficiency within our team, we will be conducting a productivity review. This review aims to assess our current workflows, identify areas for improvement, and celebrate our successes.

During this process, we will take a close look at your contributions and achievements over the past [time period]. Your insights will be invaluable in understanding how we can better support our collective goals.

I look forward to our upcoming discussion and appreciate your cooperation in this important process.

Best regards,
[Your Name]
[Your Position]