

Commitment Letter

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Commitment Following Performance Review

Dear [Employee's Name],

Thank you for meeting with me to discuss your performance review on [Insert Date]. I appreciate your contributions to the team and wanted to take this opportunity to outline my commitment moving forward.

Based on our conversation, I am committed to:

- Supporting your professional development through [specific action, e.g., training, mentorship].
- Providing regular feedback to ensure you are on track with your goals.
- Encouraging open communication regarding any challenges you may face.

I believe that by working together, we can achieve great results and enhance your career growth. Please feel free to reach out if you have any questions or need further discussion.

Thank you for your hard work and dedication.

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]