Sample Performance Review Outcome Approval Letter

[Your Name]

[Your Title]

[Performance Management Department Name]

[Company/Organization Name]

[Organization Address]

[City, State, ZIP Code]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

Subject: Performance Review Outcome Approval

I am writing to inform you that the outcome of your recent performance review has been approved.

Your dedication and contributions to our organization are commendable.

Please review the attached performance review outcome approval details, including feedback, goals, and any development plans. If you have any questions or need further assistance, please contact our performance management department.

We appreciate your commitment to continuous growth and look forward to your ongoing success.

Best regards,

[Your Name]

[Your Title]