

Formal Performance Review Feedback Letter

Subject: Annual Performance Review Summary

Dear [Employee Name],

This letter serves as a formal summary of your annual performance review conducted on [date].

During this review period, we discussed your accomplishments, challenges, and goals for the coming year.

Key Strengths:

Your performance in [areas] has been exemplary. You consistently demonstrated [qualities] and achieved [specific results]. Your contributions to [projects/initiatives] were particularly noteworthy.

Areas for Development:

We identified opportunities for growth in [areas]. To support your development, we agreed upon the following action items: [list specific goals or training].

Performance Rating: [Rating]

Goals for Next Review Period:

[List 3-5 specific, measurable goals]

We will schedule quarterly check-ins to monitor your progress and provide ongoing support. Please sign and return this letter to acknowledge receipt.

I appreciate your contributions to our team and organization.

Sincerely,

[Manager Name]

[Title]

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