

Certainly! Here's a simple example of a speech for clarifying results in a performance review:

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Hello [Employee's Name],

Thank you for joining me today for your performance review. I want to take a moment to discuss the results we've seen over the past review period and clarify how they align with our expectations.

Firstly, I want to commend you on the dedication and effort you've shown in your role. Your contributions have been significant, especially in the project we undertook last quarter. Your initiative in [specific task or responsibility] has led to [describe positive result or improvement], which has been highly beneficial to our team.

However, there are some areas where I believe there is room for growth. For instance, in [mention area], we noticed that the results didn't quite meet our set targets. Specifically, [provide a concrete example or data point]. This tells us there may be an opportunity to focus more on [mention specific skills or tasks].

Let's work together on creating an action plan that includes goals for improvement and support to help you achieve them. Please let me know if there are resources or additional training that you feel would be beneficial.

Overall, your hard work and potential are evident, and I'm confident that with a little more focus in certain areas, you will continue to excel and advance in your role.

Thank you for your hard work, and let's aim for an even more successful period ahead.

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Feel free to adjust this template to better fit your specific situation or style.