

Certainly! Here's a simple example:

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Hello [Employee's Name],

First, I'd like to thank you for taking the time to sit down with me today for your performance review. I appreciate your hard work and dedication over the past period.

In reviewing your performance, I want to highlight some of the achievements you've made. Your commitment to meeting project deadlines and your collaboration with the team have not gone unnoticed. You've truly made a positive impact.

As we look towards the future, I'm excited to discuss your personal development goals. Let's focus on areas where you want to grow and how we can support you in those endeavors.

For instance, if you're interested in enhancing your leadership skills, we can explore opportunities for mentorship or leadership training programs. Additionally, I welcome any insights you might have on projects that can further challenge you and help you gain new skills.

Our goal is to ensure that you feel engaged and valued in your role.

Please feel free to share any thoughts on how we can support your development goals.

Thank you once again for your contributions. I look forward to seeing all the great things you will accomplish in the coming months.

Best,

[Your Name]

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