

# Customized Recommendation Letter for Employee Performance Improvement

Date: [Insert Date]

To: [Employee Name]  
[Employee Position]  
[Department/Team]  
[Company Name]

Dear [Employee Name],

I am writing to provide you with a customized recommendation and actionable suggestions aimed at supporting your ongoing professional growth within our organization. Over the course of your employment, your commitment and enthusiasm have been greatly appreciated, and you have demonstrated notable strengths in the following areas:

- **Strength 1:** [Describe Specific Strength - e.g., reliability, teamwork, communication]
- **Strength 2:** [Describe Specific Strength - e.g., technical knowledge, attention to detail]
- **Strength 3:** [Describe Specific Strength]

To further support your development and help you reach your full potential, I would like to offer you the following recommendations in areas where improvement is possible:

- **Area for Improvement #1:** [Describe Area - e.g., time management]  
*Suggestion:* [Provide a clear, actionable suggestion - e.g., utilize scheduling tools or set daily priorities]
- **Area for Improvement #2:** [Describe Area - e.g., collaboration with colleagues]  
*Suggestion:* [Provide actionable suggestion - e.g., participate in team meetings, seek opportunities for feedback]
- **Area for Improvement #3:** [Describe Area]  
*Suggestion:* [Provide actionable suggestion]

I encourage you to approach these recommendations as opportunities for growth. Setting clear, short-term goals and regularly reflecting on your progress will be integral to your continued success. Please know that I am available to provide guidance and support as you work towards these objectives. Don't hesitate to reach out with any questions or for further resources.

Thank you for your dedication to your work and our team. I look forward to seeing your continued progress and accomplishments.

Sincerely,  
[Your Name]  
[Your Position/Title]  
[Company Name]