



The Complete Performance Review Email Templates



1. Email announcement to start performance reviews

Subject: It's time for performance reviews!

Body: Hi {Employee first name}

I'm excited to share that we're beginning the performance review process on {date}. This is an important time to review and assess the progress you've made within your role, and measure your contributions to the company's mission over this review period.

All full-time employees who joined us before {Date} are required to partake in the self-evaluation process before their respective managers evaluate them.

We've provided reference materials here to give you an idea of what's expected.

Important deadlines:

- {Date}: Employees self-evaluations are due. All eligible employees should have completed and submitted their self-evaluation performance review to their managers.
- {Date}: Peer reviews are due.
- {Date}: Managers review of direct report's self-evaluation due.
- {Date}: HR team's evaluation of all completed reviews due.

Remember, it is important that you complete and submit your self-evaluation on time. A reminder will be sent at the deadlines approach if you have not submitted your review.

1. Email announcement cont.

We're here to help! Please reach out with any questions or concerns.

Happy reviewing!
{Your signature}

To access your customizable performance review email template, [download here](#) and make a copy.

2. Email with tips for successful self-evaluations

Subject: DEADLINE REMINDER: Only [X] days left to submit

Body: Hi {Employee first name}

In preparation for your upcoming performance review self-evaluation, we've compiled a list of tips and resources to help you with the process. Feel free to reference the following for inspiration, direction, and instructions on conducting a successful self-evaluation.

- Take time to reflect on your entire year, not just the most recent quarter— If you recorded your accomplishments as they happened (and if you didn't, pro-tip to start now!), review your log before beginning your review
- Be specific and use numbers to illustrate your impact— For example, it is better to write "I grew our social media following by 2k followers in 3 months" than writing "I improved our social media channels."
- Reference your job description to tie in company objectives and get guidance on what to highlight
- For more tips and examples of self-evaluation questions along with their answers, [click here](#).

Don't forget, your deadline to submit the completed self-evaluation forms is {date}.

As always, please reach out with any questions.

You've got this!

{Your signature}

3. Email reminder of self-evaluation deadline

Subject: DEADLINE REMINDER: Only [X] days left to submit your self-evaluation

Body: Hi {Employee first name}

The performance review process has officially begun and we hope you found our tips helpful in completing your self-evaluation.

This is a friendly reminder that you have [X] days until {date} to submit your completed evaluation to your manager.

Being proactive in your review will allow you time to reflect and add any additional accomplishments before your due date. Don't leave this for later!

Please let me know if you have any questions.

Kind regards,
{Your signature}

To access your customizable performance review email template, [download here](#) and make a copy.

4. Peer review readiness notice

Subject: It's time for your peer review!

Body: Hi {Employee first name}

This is a notice to inform you that {peer's name}'s performance review is ready for your input. Peer reviews are an essential tool in measuring employee performance and impact. To access the performance review, click here {include link to Peer review} and provide your feedback in the fields available.

Friendly reminder that this is due back on {date}.

Please let me know if you have any questions.

Thank you for your participation,
{Your signature}

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5. Manager review readiness notice

Subject: It's time to review your direct report!

Body: Hi {Manager first name}

{Direct report's first and last name} has completed their self-evaluation, and it is time for you to review their performance as their manager. For guidance on how feedback best practices, refer to this [performance review template](#) to inform your process.

This is a friendly reminder that you have [X] days until {date} to review their self-evaluation.

Please schedule an appointment with the employees individually to discuss their self-evaluation performance review and meet with their team members to evaluate the employee in review directly.

If you have any questions or need additional support, please reach out to me.

Kind regards,
{Your signature}

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6. Review past-due notice

Subject: Your review is past-due

Body: {Employee or manager first name}

This is a notice to inform you that your {type of review} is past-due by [X] days. As previously informed, the due date for such review was {date}. We request that you complete and submit your review within 24 hours.

If you need additional support, or for some reason are unable to complete your review, please reach out to us immediately.

It is important that reviews are completed in a timely manner to support employee growth and keep business objectives on track. We appreciate your cooperation.

Thank you,
{Your signature}

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7. Email announcing performance results

Subject: Your performance rating is complete

Body: Hi {Employee first name}

This email is to notify you that your performance review cycle has been completed. Your manager and HR have reviewed your self-evaluation and we're pleased to inform you of your results.

{Include employee performance ratings}

You will receive an invitation from your manager to meet in the coming weeks to discuss your performance review. If you have any questions or concerns, please prepare them to discuss during this meeting.

Thank you for your participation,
{Your signature}

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8. Email announcing salary increase

Subject: Notice of salary change

Body: {Employee first name}

Congratulations on your recent performance review!

As you were previously informed, your performance review came back with a rating of {employee rating}. We are so appreciative of your contributions at {company name}, you should be proud of your great work.

As a result, we'd like to inform you of an increased salary. Effective {date} your salary will be increased from {previous salary} to {new salary}. You will see this change in your paycheck for {pay period}.

Please let me know if you have any questions.

Congratulations!

{Your signature}

To access your customizable performance review email template, [download here](#) and make a copy.

9. Email announcing promotion

Subject: Notice of salary change

Body: {Employee first name}

Congratulations on your recent performance review!

As you were previously informed, your performance review came back with a rating of {employee rating}. We are so appreciative of your contributions at {company name}, you should be proud of your great work.

As a result, we'd like to inform you of your promotion to {new role}. Effective {date} your title will be {new title}. You'll receive an invitation from your manager to discuss this in further detail shortly.

Please let me know if you have any questions.

Congratulations!

{Your signature}

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About Omni

Omni is an all-in-one HR management software on a mission to help modern companies build engaged, high-performing teams.

Until now, there is no employee management software that is built to holistically support the end-to-end employee lifecycle. Most HR teams and managers end up managing part (or all) of their people processes manually and losing valuable time syncing data across different teams and disjointed systems.

We believe that the world of work has changed – so we're building the tools for it.

Omni is creating a customizable all-in-one HR solution that adapts to how companies operate. We want to help organizations streamline their entire employee management lifecycle and turn complex, manual processes into intuitive, automated workflows.

With Omni, HR managers and business owners can free up valuable time to focus on what matters most for their business.

To see Omni in action, [schedule a product tour](#), or visit us at <https://omnihr.co/>.

[Book a demo](#)