

Derek Marsh

Date: 14 July 2026
Our Reference: PRSL/0040FA26
Document Type: Letter

14 July 2026

Dear Derek,

Re: Performance review summary

Following your performance review, this letter summarises the outcome, objectives and follow-up arrangements discussed with you.

The review period is 12 months to 31 May 2025 (performance year covering seasonal cycles and the lost renewal). and the meeting date is 12 June 2025.

The broad review outcome recorded is some concerns. Any new objectives or follow-up actions should be confirmed with clear ownership and review dates.

Authorised signatory

For and on behalf of the employer

Yours sincerely,
For and on behalf of HRHeaven QA Sample Employer



LETTER DETAILS

Employee
Derek Marsh

Role
Sales Director

Case type
Performance Review

Reference
HRA-0040FA26



KEY DATES

Completed
14 July 2026

First review
12 June 2025

Owner
Nina Lopez (Owner-manager)



REVIEW CONTROL

Review dates, standards and measurements should remain clear, measurable and recorded in writing.