

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Annual Performance Review

We would like to take this opportunity to review your performance over the past year. Your contributions have been significant, and we appreciate your dedication to your role.

****1. Performance Summary****

- Key Achievements:

- [Achievement 1]

- [Achievement 2]

- [Achievement 3]

****2. Areas of Strength****

- [Strength 1]

- [Strength 2]

- [Strength 3]

****3. Areas for Improvement****

- [Improvement Area 1]

- [Improvement Area 2]

****4. Goals for Next Year****

- [Goal 1]

- [Goal 2]

Thank you for your hard work and commitment to [Company Name]. We look forward to your continued growth and contributions in the coming year.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]