

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Position]

[Department]

[Company Name]

[Company Address]

Dear [Employee's Name],

Subject: Annual Performance Review

I hope this letter finds you well. As part of our annual review process, I would like to take this opportunity to provide feedback on your performance over the past year.

****Performance Highlights:****

- [List specific achievements and contributions made by the employee.]
- [Mention any projects the employee excelled in or any goals that were met.]
- [Include any additional distinctions or recognition.]

****Areas for Development:****

- [Identify areas where the employee could improve.]
- [Suggest resources or training that could assist in their development.]

****Goals for Next Year:****

- [Outline specific goals and expectations for the upcoming year.]
- [Include any projects or initiatives the employee will be involved in.]

****Conclusion:****

Overall, I appreciate your hard work and dedication to [Company Name]. Your contributions play a significant role in our success. I look forward to seeing you continue to grow in your role.

Please feel free to reach out if you have any questions or would like to discuss this review further.

Best regards,

[Your Name]

[Your Position]

[Contact Information]

[Company Name]