

[Your Name]  
[Your Position]  
[Your Company]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Employee's Name]  
[Employee's Position]  
[Employee's Department]

Dear [Employee's Name],

Subject: Annual KPI Assessment

As we reach the end of the year, it is time to conduct our annual Key Performance Indicator (KPI) assessment. This assessment serves as an opportunity to reflect on your achievements, areas for improvement, and set goals for the upcoming year.

Over the past year, you have displayed [specific achievements/metrics]. Your contributions in [specific projects or tasks], have notably [impact on team or company]. However, there are areas where we can focus on improvement, particularly [specific areas needing improvement or development].

For the upcoming year, we recommend setting goals related to [proposed goals or KPIs], which align with both your personal growth and the objectives of our department/company.

We will schedule a meeting to discuss this assessment in detail and outline our plans for future development. Please prepare any thoughts or feedback you would like to address during our conversation.

Thank you for your hard work and dedication this past year. I look forward to our discussion.

Best regards,

[Your Signature]

[Your Name]

[Your Position]