

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

Dear [Manager's Name],

I hope this message finds you well. As we approach the annual performance review period, I wanted to take this opportunity to outline my accomplishments, areas for growth, and goals for the upcoming year.

****Accomplishments:****

1. [List specific achievements and contributions you made over the past year.]
2. [Include any metrics or quantifiable results that highlight your success.]
3. [Mention any skills or knowledge you've developed that have benefited the team.]

****Areas for Growth:****

1. [Identify specific areas where you feel improvement is needed.]
2. [Discuss any feedback you've received and how you plan to address it.]

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

1. [Set specific, measurable, and achievable goals for the upcoming year.]
2. [Explain how these goals align with team objectives and the company's vision.]

Thank you for your continued support and guidance throughout the year. I look forward to discussing my performance and future growth opportunities during our review meeting.

Sincerely,

[Your Name]
[Your Position]