

[Your School Letterhead]

[Date]

[Teacher's Name]

[Teacher's Address]

[City, State, Zip Code]

Dear [Teacher's Name],

Subject: Annual Performance Review

We are writing to provide you with feedback on your performance over the past year as a Special Education Teacher at [School Name]. This review reflects your contributions, strengths, and areas for growth.

****Strengths:****

1. ****Student Engagement:**** Your ability to engage students with diverse learning needs has been exemplary. The creative strategies you employ allow students to connect with the material effectively.

2. ****Collaboration:**** Your teamwork with paraprofessionals and other educators has fostered a supportive environment that benefits all students.

3. ****Individualized Support:**** Your dedication to creating personalized learning plans has significantly impacted your students' academic achievements and social-emotional development.

****Areas for Improvement:****

1. ****Professional Development:**** We encourage you to pursue additional training in [specific area/strategy] to enhance your instructional practices further.

2. ****Data Tracking:**** Improving your tracking and documentation of student progress will provide more insight into their growth and help refine your teaching methodologies.

****Goals for the Upcoming Year:****

1. Attend [specific workshops or training] to strengthen skills in [specific areas].

2. Implement a new system for tracking student progress and share findings with the team.

3. Increase collaboration with families to enhance support for students both in the classroom and at home.

We appreciate your hard work and commitment to our students' success. The impact you have made is invaluable, and we look forward to seeing your continued growth and contributions in the coming year.

Best regards,

[Your Name]

[Your Position]

[School Name]

[Contact Information]