

[Your Name]

[Your Position]

[Your Company]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Department]

Dear [Employee's Name],

I hope this message finds you well. As we approach the annual review period, I wanted to take this opportunity to provide you with some feedback regarding your performance over the past year.

Strengths:

1. [Strength 1: e.g., Excellent communication skills]
2. [Strength 2: e.g., Consistent high-quality work]
3. [Strength 3: e.g., Strong teamwork and collaboration]

Areas for Improvement:

1. [Area 1: e.g., Time management skills]
2. [Area 2: e.g., Seeking constructive feedback more proactively]
3. [Area 3: e.g., Enhance technical skills related to the job]

Overall Performance Rating: [e.g., Exceeds Expectations / Meets Expectations / Needs Improvement]

Goals for Next Year:

1. [Goal 1: e.g., Develop leadership skills]
2. [Goal 2: e.g., Increase project involvement]
3. [Goal 3: e.g., Attend relevant training workshops]

Thank you for your hard work and dedication to our team. I look forward to discussing this feedback in more detail during our review meeting.

Best regards,

[Your Name]

[Your Position]