

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

Dear [Manager's Name],

I hope this message finds you well. As we approach my yearly performance review, I wanted to take a moment to reflect on my contributions and growth over the past year, as well as outline my goals for the upcoming year.

****Accomplishments:****

1. [Briefly describe a significant achievement and its impact on the team/company.]
2. [Mention another key project or responsibility successfully managed.]
3. [Highlight any new skills or certifications acquired during the year.]

****Challenges and Improvements:****

1. [Discuss a challenge faced and how it was addressed.]
2. [Mention any areas identified for personal or professional growth.]

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

1. [Outline a specific goal related to your current role.]
2. [Introduce a professional development goal, such as a training or skill enhancement.]
3. [Discuss any contributions you aim to make toward team objectives or company initiatives.]

I am eager to hear your feedback, and I look forward to our meeting to discuss my performance and future aspirations. Thank you for your support and guidance throughout the year.

Best regards,

[Your Name]
[Your Job Title]