

[Your Name]

[Your Position]

[Your Department]

[Company Name]

[Date]

[Manager's Name]

[Manager's Position]

[Company Name]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally submit my annual performance review for the year [Year].

****Key Achievements:****

1. [Achievement 1 - Describe how it aligns with company goals]
2. [Achievement 2 - Describe impact on team or project]
3. [Achievement 3 - Mention any quantitative results, if applicable]

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

1. [Area 1 - Acknowledge and suggest how to improve]
2. [Area 2 - Be specific about your development plan]

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

1. [Goal 1 - Align with department and company objectives]
2. [Goal 2 - Establish measurable metrics for success]

I appreciate the support and guidance provided over the past year. I look forward to your feedback and am eager to continue contributing to our team's success.

Thank you for your time and consideration.

Sincerely,

[Your Name]