

Annual Performance Evaluation Feedback

Date: [Insert Date]

Dear [Employee's Name],

We appreciate your hard work and dedication over the past year. We have thoroughly reviewed your performance and would like to share our feedback:

Strengths:

- [Strength 1]
- [Strength 2]
- [Strength 3]

Areas for Improvement:

- [Improvement Area 1]
- [Improvement Area 2]

Goals for Next Year:

- [Goal 1]
- [Goal 2]

We appreciate your contributions to the team and look forward to seeing your continued growth and success. Please feel free to reach out if you have any questions or would like to discuss this feedback further.

Best regards,

[Your Name]

[Your Position]

[Company Name]