

Annual Review Feedback and Goals

Dear [Employee's Name],

Feedback on Past Year

Over the past year, you have made significant contributions to our team. Your strengths in [specific skills or achievements] have greatly impacted our projects. Particularly, your work on [specific project or task] was exemplary. However, there are areas for improvement, such as [specific areas for development].

Goals for the Coming Year

For the upcoming year, we would like you to focus on the following goals:

- Goal 1: [Description of goal]
- Goal 2: [Description of goal]
- Goal 3: [Description of goal]

Support and Resources

To assist you in achieving these goals, we will provide [resources, training, or mentorship opportunities]. Please feel free to reach out if you have any questions or require further support.

Thank you for your hard work and dedication. Let's make this upcoming year even more successful!

Sincerely,

[Your Name]

[Your Position]