

End-of-Year Performance Summary

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: End-of-Year Performance Summary

Dear [Employee Name],

As we close out the year, I wanted to take a moment to summarize your performance over the past twelve months. Overall, your contributions have been invaluable, and I appreciate your hard work and dedication.

Key Achievements:

- [Achievement 1]
- [Achievement 2]
- [Achievement 3]

Areas for Improvement:

- [Area 1]
- [Area 2]

Goals for Next Year:

- [Goal 1]
- [Goal 2]

Thank you for your efforts this year. I look forward to discussing your performance in more detail during our upcoming review meeting.

Best regards,

[Manager Name]
[Title]