

# Annual Feedback Conversation

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

**Dear [Employee Name],**

As part of our commitment to your professional development, I would like to schedule our annual feedback conversation. This meeting will provide us an opportunity to discuss your performance over the past year, recognize your achievements, and identify areas for growth.

## **Discussion Points:**

- Performance Highlights
- Areas for Improvement
- Goals for the Upcoming Year
- Professional Development Opportunities

Please let me know your availability for a meeting within the next two weeks. I look forward to our conversation and appreciate your contributions to the team.

**Best regards,**

[Manager Name]

[Manager Position]

[Company Name]

[Contact Information]