

# Annual Review and Improvement Dialogue

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Annual Performance Review

Dear [Employee's Name],

As we conclude another year, it's time for our annual review and improvement dialogue. This is a valuable opportunity to reflect on your accomplishments, discuss areas for growth, and set goals for the upcoming year.

## Performance Highlights

- [Highlight 1]
- [Highlight 2]
- [Highlight 3]

## Areas for Improvement

- [Area 1]
- [Area 2]
- [Area 3]

## Goals for the Upcoming Year

- [Goal 1]
- [Goal 2]
- [Goal 3]

Please prepare any thoughts or feedback you would like to share during our meeting scheduled for [Insert Date and Time]. I encourage you to reflect on your experiences and bring any topics you wish to discuss.

Thank you for your hard work and dedication this past year. I look forward to our conversation.

Best regards,

[Manager's Name]

[Manager's Title]

[Company Name]