

Annual Performance Review

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Position: [Insert Position]

Dear [Employee Name],

As part of our annual staffing performance review, we would like to take this opportunity to reflect on your contributions over the past year. Your performance has been evaluated based on your role, responsibilities, and accomplishments.

Performance Summary

- **Goals Achieved:** [List goals]
- **Key Strengths:** [List strengths]
- **Areas for Improvement:** [List areas]

Future Goals

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

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

We are excited about your growth and contributions to the team. Please let us know a convenient time for you to discuss this review further.

Sincerely,

[Your Name]

[Your Position]

[Company Name]