

Annual Performance Objectives Discussion

Date: [Insert Date]

From: [Your Name]

To: [Employee's Name]

Dear [Employee's Name],

I hope this message finds you well. As we approach the end of the year, it is time to discuss your performance objectives for the upcoming year. This meeting will give us an opportunity to reflect on your achievements, address any challenges you may have encountered, and set clear goals for the future.

Here are some points I would like us to cover during our discussion:

- Review of last year's performance and outcomes
- Identification of strengths and areas for improvement
- Setting specific, measurable, achievable, relevant, and time-bound (SMART) objectives for the upcoming year
- Any support or resources you may need to achieve your goals
- Questions and feedback from your side

Please let me know your availability for this discussion within the next week, so we can schedule a convenient time. I look forward to our conversation.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]