

Annual Performance Evaluation Feedback

Date: [Insert Date]

Dear [Employee's Name],

As part of our annual performance evaluation process, I would like to take this opportunity to provide you with feedback on your performance over the past year.

Key Strengths

- [Strength 1]
- [Strength 2]
- [Strength 3]

Areas for Improvement

- [Area for Improvement 1]
- [Area for Improvement 2]

Goals for Next Year

Going forward, I encourage you to focus on the following goals:

- [Goal 1]
- [Goal 2]

Thank you for your hard work and dedication over the past year. I look forward to seeing your continued growth and contributions to our team.

Sincerely,

[Your Name]

[Your Position]