

# Annual Review Summary

Date: [Insert Date]

To: [Employee's Name]

From: [Supervisor's Name]

Subject: Annual Performance Review Summary

## Performance Overview

[Brief summary of employee's overall performance over the past year.]

## Key Achievements

- [Achievement 1]
- [Achievement 2]
- [Achievement 3]

## Areas for Improvement

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

## Goals for Next Year

[Brief summary of goals to be achieved in the upcoming year.]

## Employee Feedback

[Space for employee to provide feedback or comments.]

## Conclusion

Thank you for your hard work and dedication over the past year. We look forward to another successful year ahead.

Sincerely,

[Supervisor's Name]