

# Annual Performance Report Announcement

Dear [Employee/Team Name],

We are pleased to announce that the Annual Performance Reports will be distributed on [Date]. This report will provide an overview of individual and team performances over the past year and will highlight key achievements and areas for improvement.

We encourage you to take the time to review your report thoroughly and reflect on your contributions to our goals. There will also be an opportunity for discussion during our upcoming meeting on [Meeting Date].

Thank you for your hard work and dedication.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]