

Annual Performance Feedback

Date: [Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Annual Performance Feedback

Dear [Employee's Name],

As we conclude another year, I would like to take this opportunity to provide you with feedback on your performance over the past year. Your contributions to our team have been invaluable, and I want to highlight a few key areas.

Strengths

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

Areas for Improvement

- [Improvement Area 1]
- [Improvement Area 2]
- [Improvement Area 3]

Your goals for the upcoming year should focus on [brief description of future goals and expectations]. I am confident that with your dedication and hard work, you will continue to excel.

Please feel free to reach out if you have any questions or would like to discuss this feedback further.

Thank you for your hard work and commitment to our team.

Sincerely,

[Manager's Name]

[Manager's Title]