

Annual Performance Feedback

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Annual Performance Review

Dear [Employee Name],

As we conclude this performance review period, I would like to take the opportunity to provide you with feedback regarding your performance over the past year.

Key Achievements

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

Areas for Improvement

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

Overall Performance Rating

[Insert Rating]

Goals for the Next Year

1. [Goal 1]
2. [Goal 2]
3. [Goal 3]

Thank you for your hard work and dedication this year. I look forward to seeing your continued growth and success in the coming year.

Sincerely,

[Manager Name]

[Manager Title]