

Annual Performance Review Meeting Agenda

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Agenda

1. Welcome and Introductions
2. Review of Previous Year Goals
3. Discussion of Current Performance
4. Feedback from [Employee's Name]
5. Setting Goals for the Upcoming Year
6. Questions and Answers
7. Closing Remarks

We look forward to your participation in this important meeting.