

# Annual Review Feedback

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Annual Review Feedback

Dear [Employee Name],

As part of our annual review process, I would like to take this opportunity to provide you with feedback on your performance over the past year.

## Strengths:

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

## Areas for Improvement:

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

## Goals for the Upcoming Year:

- [Goal 1]
- [Goal 2]
- [Goal 3]

Please let me know if you would like to discuss this feedback further. I appreciate your hard work and dedication to the team.

Sincerely,

[Manager Name]