

# Annual Performance Review Distribution

Dear [Employee's Name],

We are pleased to share the results of your annual performance review for the year [Year]. Please take the time to read through the feedback and reflect on your achievements and areas for improvement.

## Performance Summary

Throughout the year, you have demonstrated [insert key performance highlights]. Your contributions have significantly impacted [team/department/company goals].

## Areas of Strength

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

## Opportunities for Growth

- [Opportunity 1]
- [Opportunity 2]
- [Opportunity 3]

We encourage you to set goals for the coming year, focusing on [specific areas]. The management team is here to support you in your professional development.

Please schedule a time with your manager to discuss this review in detail and create a plan for your growth.

Thank you for your hard work and dedication!

Sincerely,

[Your Name]

[Your Position]

[Company Name]