

# Annual Performance Summary Report Notification

Date: [Insert Date]

To: [Employee's Name]

Subject: Notification of Upcoming Annual Performance Summary Report

Dear [Employee's Name],

We are writing to inform you that the annual performance review process will commence on [Start Date]. As part of this process, we will be preparing a summary report that highlights your achievements, areas for growth, and overall performance over the past year.

Please take some time to reflect on your contributions and accomplishments. You are encouraged to prepare any relevant materials or feedback you would like to share during this review period.

The summary report will be discussed during your performance review meeting scheduled for [Meeting Date]. We appreciate your hard work and dedication, and we look forward to our discussions.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]