

# Annual Quality Performance Review

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Annual Quality Performance Review

Dear [Employee Name],

As part of our commitment to quality and continuous improvement, we have conducted your annual performance review for the previous year. This letter outlines your strengths, areas for improvement, and goals moving forward.

## Performance Overview

Throughout the year, you have demonstrated exceptional skills in [specific skills/areas]. Your contributions to [specific projects or initiatives] have significantly impacted our team's performance.

## Strengths

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

## Areas for Improvement

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

## Goals for Next Year

Looking ahead, we encourage you to focus on the following goals:

- [Goal 1]
- [Goal 2]

Thank you for your hard work and dedication over the past year. We are looking forward to another successful year together.

Sincerely,

[Manager Name]

[Position]