

# Annual Employee Review

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Annual Performance Review

Dear [Employee Name],

As part of our commitment to employee development, we have conducted your annual performance review. This process is designed to reflect on your contributions over the past year, set future goals, and identify areas for growth.

## Performance Summary

[Insert summary of employee performance, achievements, and contributions.]

## Strengths

[List and discuss employee strengths.]

## Areas for Improvement

[Identify areas for improvement and potential development opportunities.]

## Goals for Next Year

[Outline specific goals for the upcoming year.]

Thank you for your hard work and dedication to our team. We look forward to another successful year ahead.

Sincerely,

[Manager Name]

[Manager Title]