

# Annual Review and Goal Setting

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Annual Performance Review and Goal Setting

Dear [Employee's Name],

As we conclude another year, I would like to take this opportunity to reflect on your performance and set goals for the upcoming year. Your contributions to [Department/Team Name] have been invaluable, and I appreciate your hard work and dedication.

## Annual Performance Review

Your key achievements this year include:

- [Achievement 1]
- [Achievement 2]
- [Achievement 3]

Some areas for growth include:

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

## Goals for Next Year

For the upcoming year, I suggest the following goals:

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

We will schedule a meeting to discuss this review in detail and to finalize your goals. Please come prepared with your thoughts and any additional goals you would like to discuss.

Thank you for your continued commitment to excellence. I look forward to collaborating with you to achieve great things in the upcoming year.

Sincerely,

[Manager's Name]  
[Manager's Position]  
[Company Name]