

Year-End Review and Feedback

Dear [Employee's Name],

As we approach the end of the year, I would like to take this opportunity to reflect on your contributions over the past year. Your efforts in [specific projects or duties] have been invaluable to our team and the company as a whole.

Achievements

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

Areas for Improvement

While you have made great strides, there are areas where we can work together to enhance your skills and performance. These include:

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

Goals for Next Year

Looking forward, I would like to set the following goals for you:

- [Goal 1]
- [Goal 2]

Your contributions are greatly valued, and I am confident that with continued dedication, you will achieve even greater success in the coming year.

Best regards,
[Your Name]
[Your Position]