

# Annual Employee Feedback Summary

Date: [Insert Date]

To: [Employee Name]

From: [Manager's Name]

Subject: Annual Employee Feedback Summary

Dear [Employee Name],

As we conclude another successful year at [Company Name], I would like to take this opportunity to provide you with feedback regarding your performance and contributions over the past year.

## Summary of Feedback

- **Strengths:**
  - [Strength 1]
  - [Strength 2]
  - [Strength 3]
- **Areas for Improvement:**
  - [Area for Improvement 1]
  - [Area for Improvement 2]
- **Achievements:**
  - [Achievement 1]
  - [Achievement 2]

Looking ahead, I encourage you to focus on the areas for improvement while continuing to leverage your strengths. Your contributions have made a significant impact on our team and the company as a whole.

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

Sincerely,

[Manager's Name]

[Manager's Title]