

Annual Business Performance Review

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

As we reach the end of the fiscal year, it is important to take a moment to reflect on our achievements and set goals for the future. This letter serves as your Annual Business Performance Review.

Performance Overview

During the past year, you have demonstrated exceptional skills in [mention specific skills or projects]. Your contributions to [specific project or team] have resulted in [specific outcomes or results].

Key Achievements

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

Areas for Improvement

As we look ahead, there are opportunities for growth in [mention areas]. We encourage you to focus on these aspects to further enhance your performance.

Goals for the Coming Year

For the upcoming year, we would like to set the following goals to guide your professional development:

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

We appreciate your hard work and dedication to our organization. Please take the time to reflect on this feedback and let us know if you have any questions or additional comments.

Sincerely,

[Your Name]

[Your Position]

[Company Name]