

Annual Performance Evaluation Preparation

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Preparation for Annual Performance Evaluation

Dear [Employee's Name],

I hope this message finds you well. As we approach the time for our annual performance evaluations, I would like to provide you with some guidance on how to prepare for our upcoming review.

Please consider the following points as you gather your thoughts and documentation:

- Review your goals and objectives from the past year.
- Compile examples of your accomplishments and any challenges you faced.
- Reflect on the skills you have developed and areas where you would like to improve.
- Consider any feedback you have received during the year.
- Be prepared to discuss your career aspirations and development plans.

Our meeting is scheduled for [Insert Date and Time]. If you have any questions or need further clarification, please feel free to reach out.

Best regards,

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