

# Self-Assessment for End-of-Year Review

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Self-Assessment for End-of-Year Review

Dear [Manager's Name],

As we approach the end of the year, I would like to take this opportunity to reflect on my performance, accomplishments, and areas for improvement over the past year.

## Accomplishments:

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

## Skills Developed:

- [Skill 1]
- [Skill 2]

## Areas for Improvement:

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

I appreciate the support and guidance I have received throughout the year and look forward to continuing my growth in the coming year.

Thank you for considering my self-assessment. I look forward to discussing my performance in our upcoming review meeting.

Sincerely,  
[Your Name]