

Annual Business Performance Evaluation

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Dear [Employee's Name],

We are writing to inform you of your annual performance evaluation for the period of [Start Date] to [End Date]. This evaluation focuses on your contributions, achievements, and areas for improvement within the organization.

Performance Highlights:

- [Highlight 1]
- [Highlight 2]
- [Highlight 3]

Areas for Improvement:

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

Goals for Next Year:

- [Goal 1]
- [Goal 2]

We appreciate your hard work and dedication to [Company Name]. Please schedule a meeting with your supervisor to discuss your evaluation in detail.

Thank you for your commitment and contribution to our team.

Sincerely,

[Your Name]

[Your Position]

[Company Name]