

Annual Performance Review Feedback Request

Dear [Employee's Name],

I hope this message finds you well. As we approach the time for our annual performance reviews, I would like to request your feedback regarding your own performance over the past year. Your insights are invaluable and will help in creating a comprehensive review.

Please take a moment to reflect on the following areas:

- Key accomplishments and contributions
- Challenges faced and how they were addressed
- Your professional development and growth
- Goals for the upcoming year

Kindly submit your feedback by [insert deadline date] so that we can incorporate it into the review process. If you have any questions or need further information, please feel free to reach out.

Thank you for your time and input!

Best regards,
[Your Name]
[Your Position]