

# Annual Employee Performance Assessment Announcement

Dear Team,

We are pleased to announce that the annual performance assessment period will commence on **[Start Date]** and conclude on **[End Date]**. During this time, all employees will have the opportunity to review their accomplishments and set goals for the upcoming year.

The performance assessments are a vital part of our commitment to employee development and will include the following components:

- Self-assessment form completion
- One-on-one meetings with supervisors
- Feedback from peers and team members

Please ensure that you complete your self-assessment by **[Self-Assessment Due Date]**. Your supervisors will provide their reviews by **[Supervisor Review Due Date]**.

If you have any questions regarding the process, do not hesitate to reach out to the HR department.

Thank you for your hard work and dedication. We look forward to a productive assessment period.

Sincerely,

**[Your Name]**  
**[Your Title]**  
**[Company Name]**