

# Annual Service Review

Date: [Date]

To: [Employee Name]

From: [Manager Name]

Subject: Annual Service Review

Dear [Employee Name],

We have reached the time for your annual service review, and I would like to take this opportunity to reflect on your contributions over the past year. This review is a chance to discuss your achievements, challenges, and future goals.

## Performance Overview

[Insert a brief summary of the employee's performance, highlighting key accomplishments and areas for improvement.]

## Objectives for the Upcoming Year

During our meeting, we will set new objectives to ensure continuous growth and development. Please consider the following goals:

- [Goal 1]
- [Goal 2]
- [Goal 3]

## Feedback

Your feedback is important to us. Please come prepared to share your thoughts about your experiences over the past year and any support you may need from management.

I look forward to our meeting scheduled for [Date and Time]. Thank you for your hard work and dedication.

Best regards,

[Manager Name]

[Manager Position]

[Company Name]