

# Annual Review Suggestions

Dear [Employee's Name],

As we approach the annual review period, I would like to take this opportunity to share some suggestions that may help you to prepare effectively for our upcoming discussions.

## 1. Reflect on Your Achievements

Take some time to review your accomplishments over the past year. Consider how your contributions have helped the team and the company meet its goals.

## 2. Set Clear Goals for the Coming Year

Identify areas where you would like to grow and set specific, measurable goals for the upcoming year.

## 3. Gather Feedback

Consider seeking informal feedback from colleagues and supervisors to understand how your work is perceived and where you can improve.

## 4. Prepare Questions

Think about any questions you have regarding your role, the company's direction, or professional development opportunities.

## 5. Document Your Points

Prepare a written document that outlines your thoughts on your performance, your goals, and any feedback you have received.

I look forward to our review meeting and discussing your progress and future aspirations in detail.

Best regards,

[Your Name]

[Your Position]