

# Yearly Review Commentary

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Yearly Performance Review

## Introduction

Dear [Employee Name],

As we conclude another year, I want to take this opportunity to review your performance and contributions to our team.

## Achievements

- [Achievement 1]
- [Achievement 2]
- [Achievement 3]

## Areas for Improvement

While you have made significant contributions, there are areas we can work on together:

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

## Goals for Next Year

Looking ahead, I encourage you to focus on the following goals:

- [Goal 1]
- [Goal 2]

## Conclusion

Thank you for your hard work and dedication. I look forward to seeing your continued growth and contributions in the coming year.

Sincerely,

[Your Name]

[Your Position]