

[Date]

[Employee Name]

[Employee ID]

[Department]

Dear [Employee Name],

Welcome to the [Year] Annual Performance Review cycle. At [Company Name], we are committed to fostering a culture of continuous growth, open communication, and professional development.

The annual review process is a dedicated time for us to reflect on your achievements over the past year, address any challenges, and align on your goals for the upcoming year. This process is designed to ensure you have the support and resources needed to succeed in your role.

Key Objectives of This Review:

- To recognize and celebrate your contributions to the team.
- To provide constructive feedback on performance and core competencies.
- To identify opportunities for training and career advancement.
- To set clear, measurable goals for the next twelve months.

Next Steps:

Please complete your self-assessment form by [Date]. Following your submission, your manager will schedule a one-on-one meeting to discuss your review in detail. We encourage you to come prepared with questions and ideas regarding your career path.

We value your hard work and look forward to another successful year together.

Sincerely,

[Your Name]

[Your Title]

[Company Name]