

[Date]

[Employee Name]

[Job Title]

[Department]

**Subject: Annual Performance Review - [Year]**

Dear [Employee Name],

This letter is to formally summarize your annual performance review for the period of [Start Date] to [End Date].

**Performance Summary:**

During this review period, your overall performance has been rated as [Rating, e.g., Exceeds Expectations/Meets Expectations]. You have demonstrated particular strength in [List 2-3 key achievements or skills].

**Key Achievements:**

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

**Areas for Development:**

To continue your professional growth, we have identified the following areas for focus in the coming year: [List areas for improvement or new skills to learn].

**Compensation Update (If Applicable):**

Based on your performance and contribution to the team, your base salary will be adjusted to [Amount] effective [Date].

**Goals for the Upcoming Year:**

- [Goal 1]
- [Goal 2]

Thank you for your hard work and dedication to [Company Name]. We look forward to your continued success.

Sincerely,

[Manager Signature]

[Manager Name]

[Manager Title]

**Employee Acknowledgment:**

I acknowledge that I have received this review and discussed it with my manager.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_