**Date: [insert date]**

**Subject: Upcoming Annual Performance Review - What You Need to Know**

Dear Team,

Welcome back from your holiday breaks! In this new year, as we approach the annual performance review period, it is our goal to engage in a process that supports your professional development and recognizes your contributions to our company. Performance reviews are a structured reflection on the past year's achievements and challenges, aimed at fostering growth and aligning your goals for the next year with our organizational objectives.

The review form you will receive on (Insert date) is designed to cover various aspects of your role. It includes criteria and competencies specific to your role and broader organizational skills. You and your supervisor will both provide ratings for these items, ensuring a comprehensive view of your performance. Additionally, the form allows for comments and the setting of future objectives, facilitating a discussion about your career path and aspirations.

The performance review is not just a retrospective look at the past year but also a proactive plan for your future development within our organization. It aims to:

* Recognize and celebrate your accomplishments and contributions.
* Identify areas where you can grow and how we can support that growth.
* Align your personal goals with the broader objectives of the company.
* Foster open and constructive dialogue between you and your supervisor.

We ask you to evaluate your own performance to encourage self-reflection and personal insight, ensuring a holistic review process. Your perspective is vital in identifying strengths and areas for growth and fostering a sense of ownership over your career development.

**Performance Review Process:**

* You will receive a performance review form on (Insert date) that contains sections for various competencies and responsibilities related to your role.
* Before the review meeting, you are expected to complete the self-evaluation part of the form by reflecting on your performance, providing honest ratings and comments about your work.
* Concurrently, your supervisor will complete their assessment of your performance, noting areas of strength and opportunities for improvement.
	+ ***You will need to return this form to your supervisor at least one week before your scheduled performance review meeting date.***
* You will then have your one-on-one meeting with your supervisor to discuss the review. This is an opportunity to understand your performance, celebrate successes, and discuss any discrepancies or questions.
* Together, you will set realistic and measurable goals for the next annual review period. This includes discussing professional development opportunities and the support needed from the organization.
* All discussions and agreements from the meeting will be documented for reference and follow-up in the next review cycle.

Your performance review is a key part of your professional development here at [Organization Name]. We value your hard work and dedication, and we are committed to supporting your career growth. Please keep an eye out for your review form and schedule a time with your supervisor to complete this important process.

For questions about the performance evaluation, please contact [insert contact person and number/email]

Thank you for your continued efforts and commitment.

Sincerely,

[Your Name]

[Your Position]