

Department/ Unit Letterhead

To: <Employee Name>

From: <Supervisor Name>

Date: <Date>

Re: <Year> Annual Review

The following is the annual evaluation of your performance as a <Position Title> in the <Dept/ Unit>. To identify work priorities and to facilitate goal setting, a copy of your job description is attached.

<Insert: a statement rating the current performance, i.e., outstanding, good, etc.>

<Insert: a comparison of current to expected performance>

<Insert: the priorities for the position and performance expectations>

<Insert: the joint understanding of goals for the coming year>

It is my hope that the above appraisal and goals will help guide your future performance. If desired, you may respond to the evaluation in writing, and the response will be placed with this letter in your personnel file.