



Washington
University in St. Louis

SCHOOL OF MEDICINE

Pathology & Immunology

Date:
Faculty Name:
Division:

Dear

This is acknowledgement we met for your annual administrative review.

Your 3-4 major achievements over the last year include:

We discussed your 3-4 primary goals for the upcoming year will include:

We discussed the following challenges you identified with approaches to overcome them:

Additional comments (optional)

To confirm you have received this letter and you concur with the review, please sign and return to:

Sincerely,

Your Signature and Date