

# Monthly Appraisal Feedback

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Department: [Insert Department]

Manager: [Insert Manager Name]

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## Performance Overview:

[Insert overview of the employee's performance over the month]

## Key Achievements:

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

## Areas for Improvement:

[Insert areas where improvement is needed]

## Goals for Next Month:

- [Goal 1]
- [Goal 2]
- [Goal 3]

Thank you for your hard work and dedication.

Sincerely,

[Manager Name]