

# Performance Appraisal

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Department Name]

Supervisor: [Supervisor's Name]

## Performance Review Summary

Dear [Employee's Name],

We are pleased to conduct your annual performance appraisal for the period of [insert performance period]. This review aims to assess your contributions, accomplishments, and areas for improvement.

## Key Performance Areas

- **Achievements:** [List specific achievements]
- **Goals Met:** [List goals met]
- **Areas for Improvement:** [List areas needing improvement]

## Overall Rating

[Insert rating scale and employee's overall rating]

## Future Goals

For the upcoming year, we encourage you to focus on [list future goals]. We believe these goals will help you grow and succeed in your role.

## Employee Comments

[Space for employee comments]

Thank you for your hard work and dedication. We look forward to another productive year.

Sincerely,

[Supervisor's Name]

[Title]

[Company Name]