

# Annual Performance Review

Date: [Insert Date]

Employee Name: [Employee Name]

Position: [Employee Position]

Department: [Department Name]

## Performance Summary

[Provide a brief summary of the employee's performance over the past year.]

## Key Achievements

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

## Areas for Improvement

[Discuss any areas where the employee can improve.]

## Goals for Next Year

[Set specific goals for the employee for the upcoming year.]

## Employee Comments

[Allow space for the employee to provide their feedback or comments.]

## Manager's Signature

[Manager's Name]

[Manager's Position]