

# Stakeholder Decision Summary

Date: [Insert Date]

## Performance Review for: [Employee Name]

### Stakeholders Involved:

- [Stakeholder Name 1]
- [Stakeholder Name 2]
- [Stakeholder Name 3]

### Overview of Performance:

[Provide a brief overview of the employee's performance, including key achievements and areas for improvement.]

### Decisions Made:

[Summarize the key decisions made regarding the employee's performance review, including promotions, training opportunities, and areas needing attention.]

### Next Steps:

- [Next Step 1]
- [Next Step 2]
- [Next Step 3]

### Comments:

[Additional comments or notes regarding the review process and decisions.]

### Summary:

The collective decision by the stakeholders reflects a commitment to [Employee Name]'s professional development and aligns with our organizational goals.

Sincerely,  
[Your Name]  
[Your Position]