

Employee Performance Summary

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Position: [Insert Position]

Department: [Insert Department]

Performance Overview

[Insert a brief overview of the employee's performance during the evaluation period.]

Key Achievements

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

Areas for Improvement

- [Area for Improvement 1]
- [Area for Improvement 2]

Goals for the Next Period

- [Goal 1]
- [Goal 2]

Manager's Feedback

[Insert overall feedback from the manager regarding the employee's performance.]

Manager's Signature: _____

Employee's Acknowledgment: _____