

Quarterly Team Performance Appraisal

Date: [Insert Date]

To: [Team Member's Name]

From: [Supervisor's Name]

Subject: Quarterly Performance Appraisal

Performance Summary

Dear [Team Member's Name],

As part of our ongoing commitment to fostering performance and growth, we have conducted a quarterly appraisal of your work in the [specific project or department name]. Below are the highlights of your performance for the past quarter:

Achievements

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

Areas for Improvement

- [Area of Improvement 1]
- [Area of Improvement 2]

Goals for Next Quarter

For the next quarter, we expect you to focus on:

- [Goal 1]
- [Goal 2]

Conclusion

Thank you for your hard work and dedication. We believe you have a lot to contribute to the team, and we look forward to seeing your continued growth and success.

Best regards,

[Supervisor's Name]

[Supervisor's Position]