

Employee Review for [Employee Name]

Date: [Date of Review]

Reviewer: [Reviewer Name]

Performance Overview

[Employee Name] has demonstrated a [positive/negative] performance in the following areas:

Strengths

- [Strength 1]
- [Strength 2]
- [Strength 3]

Areas for Improvement

- [Area for Improvement 1]
- [Area for Improvement 2]
- [Area for Improvement 3]

Goals for Next Review Period

Moving forward, [Employee Name] should aim to achieve the following goals:

- [Goal 1]
- [Goal 2]
- [Goal 3]

Overall Comments

In conclusion, [Employee Name]'s performance has been [summary of performance]. I look forward to seeing [his/her/their] development in the coming months.

Signature: [Reviewer Signature]