

Performance Appraisal Feedback

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Position: [Insert Employee Position]

Department: [Insert Department Name]

Performance Summary

Dear [Employee Name],

We appreciate the hard work and dedication you have shown in your role as [Insert Position]. Throughout the appraisal period, you have demonstrated strong skills in [Insert Key Skills/Responsibilities].

Strengths

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

Areas for Improvement

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

Goals for Next Period

We encourage you to focus on the following goals for the upcoming appraisal period:

- [Insert Goal 1]
- [Insert Goal 2]

Thank you for your contributions to the team. We look forward to your continued growth and success.

Sincerely,

[Your Name]

[Your Position]

[Company Name]