

Performance Appraisal Preparation Outline

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

1. Introduction

Brief overview of the purpose of the performance appraisal.

2. Performance Highlights

- Achievement of goals
- Key contributions to the team
- Skills developed

3. Areas for Improvement

- Specific skills or objectives
- Feedback from peers
- Opportunities for growth

4. Goals for Next Period

- Short-term goals
- Long-term aspirations
- Support needed

5. Conclusion

Encouragement and support moving forward.

6. Next Steps

Schedule a follow-up meeting.

Best Regards,
[Manager Name]