

Annual Performance Appraisal

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: Annual Performance Appraisal

Dear [Employee Name],

We are pleased to conduct your annual performance appraisal for the year [Insert Year]. This process allows us to recognize your contributions to our agency and discuss areas for your development.

Performance Summary

Your dedication to our mission and the positive impact you've made in the community have not gone unnoticed. This year, you have excelled in the following areas:

- [Highlight major achievements]
- [Discuss specific projects or initiatives]
- [Mention any improvements or growth seen]

Areas for Improvement

While your performance has been commendable, there are areas where we believe further development would enhance your skills:

- [Suggest areas for growth]
- [Provide resources or training opportunities]

Goals for Next Year

Looking forward, we encourage you to focus on the following goals for your career development:

- [Set specific goals for the upcoming year]
- [Encourage participation in workshops or training]

We appreciate your hard work and commitment to our agency and the community we serve. Please feel free to reach out if you have any questions regarding this appraisal or your future objectives.

Best Regards,

[Your Name]

[Your Title]

[Social Service Agency Name]