

Employee Performance Summary

Date: [Insert Date]

To: [Employee's Name]

From: [Supervisor's Name]

Subject: Performance Summary for [Employee's Position]

Dear [Employee's Name],

We are pleased to provide you with your performance summary for the period of [Insert Date Range]. This summary is intended to highlight your contributions, achievements, and areas for growth within our organization.

Performance Highlights

- Successfully managed [specific project or task], resulting in [specific outcome].
- Demonstrated exceptional skills in [specific skill or area], leading to [specific result].
- Received positive feedback from clients/patients regarding [specific service or interaction].

Areas for Improvement

- Consider enhancing your skills in [specific area] to better serve our clients.
- Work on improving communication regarding [specific aspect] for better team collaboration.
- Seek opportunities for professional development in [specific skill].

Goals for the Next Period

- Achieve [specific target or milestone] by [timeline].
- Participate in [relevant training or workshop] to enhance your skills in [specific area].
- Collaborate with [team or department] to improve [specific process].

Thank you for your hard work and dedication to our agency. We look forward to your continued growth and contributions to the team.

Sincerely,

[Supervisor's Name]

[Title]

[Social Service Agency Name]