

Evaluation Summary

Date: [Insert Date]

To: [Worker's Name]

From: [Supervisor's Name]

Subject: Annual Performance Evaluation Summary

Introduction

This letter serves as a summary of your performance evaluation for the review period of [Insert Review Period]. We appreciate your contributions to our social service agency and value your dedication to our mission.

Performance Highlights

- Demonstrated strong communication skills with clients and colleagues.
- Effectively managed case loads and provided timely follow-ups.
- Participated in community outreach programs, enhancing agency visibility.
- Displayed excellent teamwork and collaboration within the agency.

Areas for Improvement

- Consider additional training in conflict resolution.
- Improve documentation accuracy and timeliness.
- Seek more opportunities for professional development.

Goals for Next Review Period

- Attend at least two relevant workshops or training sessions.
- Implement strategies for improved client engagement.
- Enhance collaborative efforts with other departments.

Conclusion

Thank you for your hard work and commitment to our agency's mission. We look forward to supporting your continued growth and development within our team.

Sincerely,

[Supervisor's Name]
[Supervisor's Title]
[Agency Name]