

# Annual Performance Review Summary

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Position: [Insert Position]

Department: [Insert Department]

## Review Period

[Insert Review Period]

## Performance Highlights

- [Highlight 1]
- [Highlight 2]
- [Highlight 3]

## Areas for Improvement

- [Area 1]
- [Area 2]
- [Area 3]

## Goals for Next Year

- [Goal 1]
- [Goal 2]
- [Goal 3]

## Employee Comments

[Insert Employee Comments]

## Manager Comments

[Insert Manager Comments]

## Overall Rating

[Insert Overall Rating]

Thank you for your hard work and dedication!

Sincerely,

[Manager Name]

[Manager Position]