

Performance Appraisal Findings

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Position: [Insert Position]

Department: [Insert Department]

Manager: [Insert Manager Name]

Performance Summary

[Insert a brief summary of the employee's performance during the appraisal period.]

Key Strengths

- [Strength 1]
- [Strength 2]
- [Strength 3]

Areas for Improvement

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

Goals for Next Review Period

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

Thank you for your ongoing contributions to the team.

Best regards,

[Insert Your Name]

[Insert Your Position]