

Performance Summary

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Performance Summary for [Review Period]

Overview

This document summarizes your performance during the review period of [Start Date] to [End Date].

Key Achievements

- [Achievement 1]
- [Achievement 2]
- [Achievement 3]

Areas for Improvement

- [Improvement Area 1]
- [Improvement Area 2]

Overall Assessment

Your overall performance rating is [Rating/Scale].

Goals for Next Review Period

- [Goal 1]
- [Goal 2]

Please feel free to reach out if you have any questions or would like to discuss this summary further.

Sincerely,

[Manager Name]
[Manager Title]