

# Yearly Evaluation Report

Date: [Insert Date]

To: [Employee's Name]

From: [Supervisor's Name]

Subject: Yearly Evaluation Report

## Performance Summary

[Provide a summary of the individual's performance over the past year, highlighting key achievements and areas for improvement.]

## Strengths

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

## Areas for Improvement

- [Area for Improvement 1]
- [Area for Improvement 2]
- [Area for Improvement 3]

## Goals for the Next Year

[Outline specific goals the employee should aim to achieve in the upcoming year.]

## Additional Comments

[Add any additional comments or recommendations.]

Thank you for your hard work and dedication over the past year.

Sincerely,

[Supervisor's Name]

[Position]