

# Quarterly Performance Review

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Quarterly Performance Review

## 1. Performance Overview

[Provide a brief overview of the employee's performance over the past quarter.]

## 2. Key Accomplishments

- [Accomplishment 1]
- [Accomplishment 2]
- [Accomplishment 3]

## 3. Areas for Improvement

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

## 4. Goals for Next Quarter

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

## 5. Additional Comments

[Any additional feedback or remarks.]

## Signatures

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[Employee Name]

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[Manager Name]