

# Yearly Performance Evaluation

Date: [Insert Date]

Employee Name: [Employee Name]

Position: [Employee Position]

Department: [Department Name]

## Performance Summary

[Insert a brief summary of the employee's performance over the year]

## Key Achievements

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

## Areas for Improvement

[Insert areas where the employee can improve]

## Goals for Next Year

[Insert goals for the employee for the upcoming year]

## Overall Rating

[Insert overall performance rating]

## Employee Comments

[Space for employee comments]

## Manager's Signature

[Manager Name]

[Manager Position]