

# Employee Appraisal Discussion

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Employee Appraisal Discussion

Dear [Employee Name],

I would like to take this opportunity to discuss your performance over the past [time period]. Your contributions have been valuable to our team, and this appraisal will allow us to reflect on your achievements as well as areas for improvement.

## Discussion Points

- Overview of Performance Goals
- Achievements and Highlights
- Areas for Improvement
- Future Goals and Development Plan
- Feedback and Comments

Please prepare any points you would like to discuss during our meeting. I appreciate your hard work and look forward to our conversation.

Best regards,

[Manager Name]

[Manager Position]

[Company Name]