

Performance Appraisal Feedback

Dear [Employee Name],

As we conclude this performance appraisal period, I would like to take a moment to reflect on your achievements and to discuss future goals that we can work towards together.

Performance Highlights

- [Highlight 1]
- [Highlight 2]
- [Highlight 3]

Areas for Improvement

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

Future Goals

1. [Goal 1 - Description]
2. [Goal 2 - Description]
3. [Goal 3 - Description]

I am confident that with your dedication and hard work, you will achieve these goals. Let's revisit these objectives in our next appraisal to track your progress.

Thank you for your continued contributions to our team.

Sincerely,

[Your Name]

[Your Position]