

Performance Appraisal Feedback

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Position: [Insert Position]

Overall Performance Summary

Dear [Employee Name],

As part of our performance appraisal process, I would like to provide you with feedback on your overall performance over the past [insert time period].

Your contributions to the team have been impressive, particularly in the areas of [insert specific strengths]. You have demonstrated [insert specific examples of achievements], which have significantly impacted our projects and goals.

However, there are also areas where improvement is necessary. Specifically, [insert areas for improvement]. Focusing on these aspects can help enhance your performance further.

In summary, your overall performance this appraisal cycle has been [insert overall performance rating, e.g., "satisfactory," "exceeds expectations"]. I encourage you to continue building on your strengths while addressing the areas for improvement.

Thank you for your hard work and dedication.

Sincerely,

[Your Name]

[Your Position]