

Performance Appraisal

Date: [Insert Date]

To: [Employee's Name]

Position: Human Resources Professional

From: [Supervisor's Name]

Department: Human Resources

Dear [Employee's Name],

We are pleased to conduct your annual performance appraisal for the [Year] period. This letter summarizes your contributions, strengths, and areas for growth.

Performance Highlights

- Exceptional management of recruitment processes, shortening the time-to-hire by [X] weeks.
- Successfully implemented employee engagement initiatives, increasing participation by [X]%.
- Demonstrated outstanding conflict resolution skills during employee relations issues.

Areas for Improvement

- Expand knowledge of labor laws and compliance to enhance departmental support.
- Improve data analysis skills for better reporting on HR metrics.

Goals for the Next Review Period

- Complete advanced training in HR analytics.
- Develop and implement a mentorship program for new hires.

Your contributions have been invaluable to our team, and we are excited to see your continued growth within the organization. Please feel free to reach out to discuss this appraisal or any additional support you may need.

Sincerely,

[Supervisor's Name]

[Supervisor's Title]

[Company Name]