

# Annual Performance Evaluation Summary

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee ID: [Insert Employee ID]

Department: [Insert Department]

## Performance Overview

[Insert brief overview of employee's performance over the past year]

## Key Achievements

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

## Areas for Improvement

- [Improvement Area 1]
- [Improvement Area 2]

## Goals for Next Year

- [Goal 1]
- [Goal 2]
- [Goal 3]

## Manager Comments

[Insert manager's comments on employee's performance]

## Employee Comments

[Insert employee's feedback regarding the evaluation]

Signature: \_\_\_\_\_

Manager Name: [Insert Manager Name]