

# Performance Appraisal Overview

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: Performance Appraisal Overview

Dear [Employee Name],

As part of our annual performance appraisal process, I would like to provide you with an overview of your performance over the past year. Your contributions to the team and the organization have been greatly appreciated.

## Key Achievements

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

## Areas for Improvement

- [Area 1]
- [Area 2]

## Goals for Next Year

- [Goal 1]
- [Goal 2]

We will discuss this overview in detail during your formal appraisal meeting scheduled for [Insert Date]. Please prepare any feedback or questions you may have.

Thank you for your hard work and dedication.

Sincerely,

[Manager/Supervisor Name]

[Position]