

Employee Evaluation Feedback

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Position: [Insert Position]

Department: [Insert Department]

Performance Overview

[Insert a summary of the employee's performance over the evaluation period.]

Strengths

- [Strength 1]
- [Strength 2]
- [Strength 3]

Areas for Improvement

- [Area for Improvement 1]
- [Area for Improvement 2]
- [Area for Improvement 3]

Goals for Next Period

[Insert specific goals for the employee to achieve in the next evaluation period.]

Additional Comments

[Insert any further comments or observations.]

Reviewer Name: [Insert Your Name]

Position: [Insert Your Position]