

Employee Appraisal Commentary

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Position: [Insert Position]

Reviewer Name: [Insert Reviewer Name]

Performance Overview

[Insert brief overview of the employee's performance this review period.]

Strengths

- [Insert strength #1]
- [Insert strength #2]
- [Insert strength #3]

Areas for Improvement

- [Insert area for improvement #1]
- [Insert area for improvement #2]

Goals for Next Review Period

[Insert specific goals or objectives for the employee to work towards.]

Additional Comments

[Insert any additional comments or feedback regarding the employee's performance.]

Thank you for your hard work and dedication.

Sincerely,

[Insert Reviewer Name]