

Performance Appraisal Feedback

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Position: [Insert Employee Position]

Performance Summary

[Provide a brief summary of the employee's performance over the review period.]

Strengths

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

Areas for Improvement

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

Goals for Next Review Period

- [Goal 1]
- [Goal 2]

Overall Rating

[Insert overall rating and comments]

Employee Comments

[Optional: Space for employee comments.]

Signatures

Manager: _____

Employee: _____