

Year-End Performance Summary

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Position: [Insert Position]

Department: [Insert Department]

Performance Highlights

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

Goals and Objectives

Goals set at the beginning of the year:

- [Goal 1] - Status: [Achieved/Not Achieved]
- [Goal 2] - Status: [Achieved/Not Achieved]
- [Goal 3] - Status: [Achieved/Not Achieved]

Areas for Improvement

[Insert any relevant areas for improvement]

Overall Performance Rating

[Insert Rating out of 5]

Employee Comments

[Insert Employee Comments]

Manager's Comments

[Insert Manager's Comments]

Sincerely,

[Manager's Name]

[Manager's Title]