

Year-End Appraisal Documentation

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Position: [Insert Job Title]

Department: [Insert Department]

Performance Overview

[Insert a brief summary of the employee's performance over the year, including achievements, strengths, and areas for improvement.]

Key Achievements

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

Goals for Next Year

[Insert goals or objectives for the upcoming year. Include measurable targets if applicable.]

Employee Feedback

[Include a section for the employee to provide feedback or comments about their experience over the year.]

Final Comments

[Insert any final comments or conclusions about the appraisal process.]

Manager Signature

[Insert Manager's Name]

[Insert Job Title]

[Insert Date]