

# Service Performance Appraisal

Date: [Insert Date]

To: [Employee Name]

From: [Supervisor/Manager Name]

## Subject: Performance Appraisal Feedback

Dear [Employee Name],

As part of our ongoing commitment to employee development and performance excellence, we have conducted your service performance appraisal. Below, you will find a summary of your performance, key accomplishments, and areas for improvement.

### Performance Summary

Your overall performance during this appraisal period has been [Excellent/Good/Fair/Poor]. You have demonstrated significant strengths in the following areas:

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

### Key Accomplishments

During this period, you have achieved:

- [Accomplishment 1]
- [Accomplishment 2]
- [Accomplishment 3]

### Areas for Improvement

To continue your professional development, we encourage you to focus on the following areas:

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

### Goals for Next Period

For the upcoming review period, we recommend the following goals:

- [Goal 1]
- [Goal 2]

We appreciate your hard work and dedication to our team. Please feel free to schedule a meeting to discuss this appraisal further.

Best regards,

[Your Name]

[Your Title]

[Company Name]