

Performance Evaluation Feedback

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Position: [Insert Employee Position]

Reviewer: [Insert Reviewer's Name]

Performance Summary

[Insert a brief summary of the employee's overall performance during the evaluation period]

Key Strengths

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

Areas for Improvement

- [Insert Area for Improvement 1]
- [Insert Area for Improvement 2]
- [Insert Area for Improvement 3]

Goals for Next Period

[Insert specific goals for the employee to focus on in the upcoming evaluation period]

Overall Comments

[Insert any additional comments or suggestions for the employee]

Thank you for your hard work and dedication.

Sincerely,

[Insert Reviewer's Name]

[Insert Reviewer's Position]