

Performance Appraisal Summary

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Summary of Performance Appraisal Results

Overview

This letter serves as a summary of the results from your recent performance appraisal held on [Insert Appraisal Date].

Key Performance Areas

- **Job Knowledge:** [Insert Score/Feedback]
- **Quality of Work:** [Insert Score/Feedback]
- **Teamwork:** [Insert Score/Feedback]
- **Communication Skills:** [Insert Score/Feedback]
- **Initiative:** [Insert Score/Feedback]

Overall Rating

Your overall performance rating is: [Insert Overall Rating]

Strengths

[List specific strengths identified during the appraisal]

Areas for Improvement

[List areas where improvement is needed]

Goals for Next Period

[Outline specific goals for the next appraisal period]

Conclusion

Thank you for your hard work and dedication. We look forward to seeing your continued growth and contributions to the team.

Sincerely,

[Manager Name]

[Title]