

Yearly Performance Appraisal Summary

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Yearly Performance Appraisal Summary

Dear [Employee Name],

As part of our annual performance appraisal process, we would like to take this opportunity to summarize your performance over the past year.

Key Achievements:

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

Areas for Improvement:

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

Goals for Next Year:

- [Goal 1]
- [Goal 2]

We appreciate your hard work and dedication to the team. Looking forward to another successful year ahead.

Best regards,

[Manager Name]

[Manager Title]