

Employee Development Plan

Date: [Insert Date]

Employee Name: [Employee Name]

Job Title: [Employee Job Title]

Department: [Department]

Supervisor: [Supervisor Name]

1. Goals and Objectives

- [Goal 1]

- [Goal 2]

2. Development Activities

- [Activity 1]

- [Activity 2]

3. Timeline

- [Timeline for Goal 1]

- [Timeline for Goal 2]

4. Resources and Support

- [Resource 1]

- [Resource 2]

5. Evaluation and Feedback

- [Evaluation Method]

We look forward to supporting your development and growth in your career.

Sincerely,

[Your Name]
[Your Job Title]