

Employee Review Feedback

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Position: [Insert Employee Position]

Performance Overview

[Insert a summary of the employee's performance over the review period.]

Strengths

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

Areas for Improvement

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

Goals for Next Review Period

- [Insert Goal 1]
- [Insert Goal 2]

Additional Comments

[Insert any additional comments or notes here.]

Best regards,

[Your Name]

[Your Position]

[Your Company]