

Employee Statement Form for Performance Review

The **employee statement form** sample is designed to help individuals provide clear and concise feedback during performance reviews. It allows employees to reflect on their achievements, challenges, and goals effectively. This structured format ensures a constructive and transparent review process.

Employee Name:

Position/Title:

Review Period:

e.g., Jan 2024 - Jun 2024

1. Key Achievements:

Describe your significant accomplishments during this review period.

2. Challenges and Solutions:

Highlight any obstacles faced and the steps you took to overcome them.

3. Goals for Next Review Period:

Set specific, measurable goals for your future performance.

4. Support or Resources Needed:

Indicate training, tools, or other support needed.

5. Additional Comments:

Any other feedback or remarks.

Employee Signature:

Date:

YYYY-MM-DD