

# 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