Performance Review Sign-off

Both the manager and the employee sign to confirm the review was discussed.

Employee

FULL NAME

EMPLOYEE ID

DEPARTMENT

EMAIL

PHONE

Review

REVIEW PERIOD

OVERALL RATING

KEY ACHIEVEMENTS

DEVELOPMENT AREAS AND PLAN

EMPLOYEE COMMENTS

Do you agree with the rating?

- ○ Agree
- ○ Partly agree
- ○ Disagree

Signed electronically under the Information Technology Act, 2000.

Employee

SIGNATURE

PRINTED NAME

DATE

HR

SIGNATURE

PRINTED NAME

DATE