



Date: 08/04/24

To: XYZ

Store #: 1234

Position: [Employee's Position]

Subject: Positive Performance Documentation

Dear _____,

Outstanding Achievements:

Additional Contributions:



Summary:

Future Development:

Acknowledgment:

Please sign below to acknowledge receipt of this positive performance documentation and your understanding of the feedback provided.

Employee Acknowledgment:

Signature: _____

Name: [Employee's Name]

Date: [Date]

Manager/Supervisor:

Signature: _____

Name: [Manager's Name]

Date: [Date]