## Accomplishment Report for Government Employees

**[Department/Agency Name]**

**[Office Address]**

**[City, State, Zip Code]**

**Date: [Insert Date]**

**Employee Name: [Insert Employee's Name]  
Position: [Insert Position]  
Reporting Period: [Start Date] to [End Date]**

**Objectives for the Period:**

* **[Objective 1]**
* **[Objective 2]**
* **...**

**Accomplishments:**

* **[Accomplishment 1]**
* **[Accomplishment 2]**
* **...**

**Performance Metrics:**

| **Indicator** | **Target** | **Achieved** | **Comments** |
| --- | --- | --- | --- |
| **[Indicator 1]** | **[Target 1]** | **[Achieved 1]** | **[Comment 1]** |
| **[Indicator 2]** | **[Target 2]** | **[Achieved 2]** | **[Comment 2]** |
| **...continue for all indicators...** |  |  |  |

**Challenges Faced and Resolutions:**

**Challenge: [Describe challenge]**

* **Resolution: [Describe resolution]**

**Future Objectives:**

* **[Objective 1]**
* **[Objective 2]**
* **...**

**Signature of Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Signature of Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: [Insert Date]**

**Completion Confirmation: ☐**