

[Your Name]
[Your Title/Position]
[Your Agency/Organization]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Supervisor's Name]
[Supervisor's Title]
[Agency/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Supervisor's Name],

Subject: Social Worker Supervision Report

I hope this message finds you well. Below is the supervision report for [Social Worker's Name] for the period of [start date] to [end date].

1. ****Overview of Cases****
 - a. Case 1: [Brief Description]
 - b. Case 2: [Brief Description]
 - c. Case 3: [Brief Description]
2. ****Strengths and Skills Demonstrated****
 - [Skill/Strength 1]
 - [Skill/Strength 2]
3. ****Areas for Improvement****
 - [Area 1]
 - [Area 2]
4. ****Goals for Next Supervision Period****
 - [Goal 1]
 - [Goal 2]
5. ****Additional Comments or Recommendations****
 - [Comment/Recommendation 1]
 - [Comment/Recommendation 2]

Thank you for your guidance and support. Please let me know if you need any further information or clarification.

Sincerely,

[Your Name]
[Your Title/Position]