

# Team Assessment Feedback

Date: [Insert Date]

To: [Team Member's Name]

From: [Your Name]

Subject: Feedback on Team Assessment

Dear [Team Member's Name],

I hope this message finds you well. I would like to take a moment to share my feedback regarding our recent team assessment.

## Strengths

- Excellent communication skills.
- Strong collaboration with team members.
- Consistent delivery of quality work.

## Areas for Improvement

- Enhance time management to meet tighter deadlines.
- Seek clarification on tasks when necessary.

Overall, your contributions have been invaluable, and I appreciate your hard work and dedication to the team's success. If you have any questions or would like to discuss this feedback further, please feel free to reach out.

Best regards,

[Your Name]

[Your Position]