

Team Performance Feedback

Date: [Insert Date]

To: [Team Name/Individual's Name]

From: [Your Name/Position]

Dear [Team Name/Individual's Name],

I want to take a moment to provide some feedback on our team's performance over the past [timeframe]. Overall, I am pleased with the progress we have made, and I would like to highlight a few key areas:

Strengths:

- [Strength 1: Description]
- [Strength 2: Description]
- [Strength 3: Description]

Areas for Improvement:

- [Area 1: Description]
- [Area 2: Description]
- [Area 3: Description]

Moving forward, I encourage everyone to focus on the identified areas for improvement while continuing to leverage our strengths. Your hard work and dedication are essential to our success.

Thank you for your efforts, and let's continue to strive for excellence together!

Sincerely,

[Your Name]

[Your Position]