

# Feedback on Remote Work Effectiveness

Dear [Employee's Name],

I hope this message finds you well. I wanted to take a moment to provide you with feedback regarding your performance while working remotely.

Over the past few months, I have observed the following strengths in your remote work effectiveness:

- Consistent communication with the team, which has helped maintain collaboration.
- High-quality work delivered on time, reflecting your commitment to deadlines.
- Proactive approach to problem-solving, often anticipating challenges before they arise.

However, I believe there are some areas where improvement could enhance your remote working experience:

- Engagement in virtual meetings could be increased; more active participation would be beneficial.
- Setting clearer boundaries between work hours and personal time to avoid burnout.

I appreciate all your hard work and adaptability during these times. Please feel free to reach out if you would like to discuss this feedback in more detail.

Best regards,  
[Your Name]  
[Your Position]  
[Your Company]