

Feedback on Role Transition

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Feedback on Your Role Transition

Dear [Employee's Name],

I wanted to take a moment to acknowledge the recent transition you have made into the [New Role] position. Adapting to a new role can present challenges, and it's important that we regularly assess your progress and provide constructive feedback.

Strengths

- [Strength 1]
- [Strength 2]
- [Strength 3]

Areas for Improvement

- [Improvement Area 1]
- [Improvement Area 2]
- [Improvement Area 3]

Looking forward, I encourage you to focus on the areas mentioned above to further enhance your performance. Please feel free to reach out if you would like to discuss this feedback in more detail.

Thank you for your hard work and dedication as you transition into your new role.

Sincerely,

[Your Name]

[Your Position]