

# Monthly Review Feedback

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Monthly Performance Review Feedback

Dear [Employee's Name],

As part of our monthly review process, I would like to take this opportunity to provide you with feedback on your performance during the past month.

## Strengths

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

## Areas for Improvement

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

## Goals for Next Month

- [Goal 1]
- [Goal 2]
- [Goal 3]

Please feel free to reach out if you would like to discuss this feedback further. Thank you for your hard work and dedication.

Sincerely,

[Manager's Name]

[Manager's Title]