

# Constructive Feedback Letter

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Feedback on Your Recent Performance

Dear [Employee's Name],

I hope this message finds you well. I want to take a moment to discuss your recent performance in your role as [Job Title]. Overall, I appreciate your hard work and dedication.

One area where I believe you excelled is [specific strength or achievement]. This has positively impacted our team by [explain how it benefited the team or company]. However, I have noticed some opportunities for development that could enhance your overall performance.

Specifically, I think you could improve in [specific area for improvement]. For example, [give a brief example or scenario]. By focusing on this, I believe you could contribute even more effectively to our team's goals.

I recommend that you [suggest actionable steps or resources]. This could help you build the skills and confidence needed to enhance your performance in this area.

Remember, my intention is to support your growth and success within the team. I am here to help you along the way, so please feel free to reach out if you have questions or need further assistance.

Thank you for your hard work and commitment. I look forward to seeing how you continue to grow in your role.

Sincerely,

[Your Name]

[Your Job Title]