

# Performance Evaluation Feedback

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Performance Evaluation Feedback

Dear [Employee's Name],

As part of our ongoing commitment to professional development, I would like to provide you with feedback based on your recent performance evaluation. Your contributions over the past year have been invaluable to our team, and I appreciate your hard work and dedication.

## Strengths

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

## Areas for Improvement

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

## Goals for Professional Development

To support your growth, I recommend focusing on the following goals for the upcoming year:

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

Please let me know a convenient time for us to discuss this feedback further and explore opportunities to support your professional development.

Thank you for your continued hard work and commitment to excellence.

Sincerely,

[Manager's Name]  
[Manager's Position]  
[Company Name]