

# Quarterly Performance Feedback

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Quarterly Performance Feedback

Dear [Employee's Name],

I hope this message finds you well. As we conclude the [specific quarter, e.g., Q3] of [year], I want to take a moment to reflect on your performance and contributions to our team.

## Strengths:

- [Strength 1 - e.g., Excellent communication skills]
- [Strength 2 - e.g., Consistent meeting of deadlines]
- [Strength 3 - e.g., Innovative problem-solving]

## Areas for Improvement:

- [Area for Improvement 1 - e.g., Time management]
- [Area for Improvement 2 - e.g., Technical skills development]
- [Area for Improvement 3 - e.g., Team collaboration]

Moving forward, I encourage you to focus on the areas mentioned above. I am confident that with your dedication and hard work, you will continue to excel in your role.

Let's schedule a meeting to discuss this feedback and any questions you might have. I look forward to our continued collaboration and your growth within the team.

Best Regards,

[Manager's Name]

[Manager's Title]

[Company Name]