

Career Pathway Development Feedback

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Position: [Insert Employee Position]

Dear [Employee Name],

We would like to take this opportunity to provide you with performance feedback and discuss your career pathway development within the organization.

Performance Overview

Throughout the past [insert time period], you have demonstrated [specific strengths, achievements, and contributions to the team]. Your ability to [mention specific skills or examples] has significantly impacted our success.

Areas for Development

While you excel in many areas, we have identified some aspects that could benefit from further development, including [insert areas for improvement]. We encourage you to focus on these areas to enhance your overall performance.

Career Pathway Development

To support your growth, we recommend the following steps for your career pathway development:

- Participate in [specific training programs or workshops]
- Set goals for [short-term and long-term objectives]
- Seek mentorship from [specific individual or team]

Next Steps

We will schedule a meeting on [insert date] to discuss your feedback in detail and explore your personal career aspirations and how we can assist in achieving them.

Thank you for your hard work and dedication. We look forward to seeing your continued growth and contributions to the team.

Sincerely,

[Your Name]

[Your Position]

[Company Name]