

Feedback on Your Performance

Dear [Employee's Name],

I hope this message finds you well. I want to take a moment to provide you with some balanced feedback regarding your recent performance.

Strengths

- 1. Team Collaboration:** Your ability to work collaboratively with team members has greatly enhanced our project outcomes. Your willingness to listen and integrate diverse ideas showcases your strong teamwork skills.
- 2. Attention to Detail:** I've noticed your meticulous attention to detail in your reports, which has significantly reduced errors and improved the overall quality of our work.

Areas for Improvement

- 1. Time Management:** While your work is thorough, there have been instances where deadlines were not met. Improving your time management skills will help you balance quality and timeliness.
- 2. Communication Skills:** Clearer communication regarding project updates would enhance team transparency. Working on this will ensure everyone stays informed and aligned.

Overall, I appreciate your hard work and dedication to the team. Your strengths are invaluable, and I believe that addressing the areas for improvement will pave the way for even greater success in your role.

Thank you for your ongoing contributions.

Best regards,
[Your Name]
[Your Position]