

# Constructive Feedback Letter

Date: [Insert Date]

To: [Team Member's Name]

From: [Your Name]

Subject: Feedback on Team Collaboration

Dear [Team Member's Name],

I hope this message finds you well. I wanted to take a moment to share some feedback regarding our recent collaboration on [Project Name].

First, I want to commend you on [specific positive behavior or contribution]. Your efforts in [specific example] were instrumental in achieving [specific outcome]. This not only boosted our team's morale but also showcased your commitment to our goals.

However, I believe there is an opportunity for us to improve our collaboration further. I noticed that during our meetings, [specific area for improvement]. By [suggested change or behavior], we could enhance our communication and overall effectiveness as a team.

I appreciate your hard work and dedication, and I believe that addressing this will lead to even better results in our future projects. I am more than willing to support you in this transition and look forward to your thoughts.

Thank you for taking the time to consider this feedback. Let's continue to work together effectively.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]