

# Focused Feedback on Recent Tasks

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Dear [Recipient's Name],

I wanted to take a moment to provide you with focused feedback on the specific tasks you completed recently. Your work on the following projects has been commendable:

## **Task 1: [Task Name]**

Feedback: [Provide specific feedback on this task, highlighting strengths and areas for improvement.]

## **Task 2: [Task Name]**

Feedback: [Provide specific feedback on this task, highlighting strengths and areas for improvement.]

## **Task 3: [Task Name]**

Feedback: [Provide specific feedback on this task, highlighting strengths and areas for improvement.]

I appreciate your efforts and dedication to these tasks. Please feel free to reach out if you have any questions or would like to discuss this feedback further.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]