

Performance Enhancement Feedback

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Performance Enhancement Feedback

Dear [Employee's Name],

I hope this message finds you well. I want to take a moment to discuss your recent performance and provide constructive feedback that can help you enhance your skills and contribute more effectively to our team.

Strengths

[List specific strengths and achievements of the employee, e.g., "You consistently meet deadlines and demonstrate strong analytical skills."]

Areas for Improvement

[Identify specific areas where improvement is needed, e.g., "I encourage you to focus on improving your communication skills, particularly in team meetings."]

Action Plan

[Outline specific actions the employee can take to improve, e.g., "Consider attending communication workshops and seeking feedback from peers."]

Follow-Up

Let's schedule a follow-up meeting to discuss your progress in a month. I believe with focused effort, you can achieve remarkable improvement.

Thank you for your hard work and dedication. I'm here to support you in achieving your goals.

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]