

Employee Evaluation Feedback

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Evaluation Feedback

Dear [Employee's Name],

Thank you for your hard work and dedication over the past evaluation period. I appreciate your contributions to our team and would like to share some feedback based on your performance.

Strengths:

- [Strength 1]
- [Strength 2]
- [Strength 3]

Areas for Improvement:

- [Area for Improvement 1]
- [Area for Improvement 2]
- [Area for Improvement 3]

Moving forward, I encourage you to focus on [specific goals or actions] to enhance your skills and contributions further. I am confident that with your abilities and our support, you will continue to grow and succeed.

Thank you once again for your commitment to excellence. Please feel free to reach out if you would like to discuss this feedback in more detail.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]