

# Performance Feedback

Dear [Employee's Name],

I hope this message finds you well. As part of our ongoing performance evaluation process, I would like to take this opportunity to provide you with feedback regarding your performance over the past [time period].

## Strengths

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

## Areas for Improvement

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

Overall, you have shown [overall performance summary]. It is important to recognize your contributions to the team and areas where growth can be achieved.

We encourage you to take the feedback provided and consider ways to enhance your skills. I am available for a follow-up discussion if you wish to explore this feedback further.

Thank you for your hard work and dedication.

Sincerely,

[Your Name]

[Your Title]

[Company Name]