

Constructive Feedback

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Feedback on Performance

Dear [Employee Name],

I hope this message finds you well. I want to take the opportunity to provide you with some constructive feedback regarding your recent performance.

Firstly, I want to commend you on [specific positive behavior or accomplishment]. This has greatly contributed to our team's success and is a testament to your hard work and dedication.

However, I would like to discuss some areas where improvement can be made. [Explain specific areas for improvement, such as deadlines, communication, teamwork, etc. Provide examples if possible]. Addressing these issues will not only enhance your performance but also benefit the entire team.

I believe in your potential, and I am here to support you in these areas. Let us schedule a time to discuss this further and develop a plan for improvement. Your growth is important to us, and together we can achieve great results.

Thank you for your hard work and commitment. I look forward to our continued collaboration.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]