

Feedback Letter

Date: [Insert Date]

To: [Recipient's Name]

Subject: Feedback on Recent Conduct

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address some concerns regarding your recent conduct during [insert context, e.g., team meetings, project collaborations]. It has come to my attention that there have been instances where your behavior was perceived as [describe the behavior, e.g., dismissive, argumentative, etc.].

While I understand that we all face challenging situations, it is crucial for us to maintain a respectful and collaborative atmosphere within our team. I believe open communication is key to addressing such concerns, and I want to encourage you to reflect on the impact of your actions on your colleagues and our work environment.

Please consider this feedback as an opportunity for growth. I would appreciate the chance to discuss this matter further at your earliest convenience. Together, we can work towards fostering a more positive and productive atmosphere.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]