

Performance Feedback on Team Project

Date: [Insert Date]

To: [Team Member's Name]

From: [Your Name]

Subject: Collaborative Performance Feedback

Dear [Team Member's Name],

I hope this message finds you well. I wanted to take a moment to provide feedback on our recent project, [Project Name], which we worked on together as a team.

Strengths

- [Strength 1 - e.g., Effective communication with the team]
- [Strength 2 - e.g., High-quality work and attention to detail]
- [Strength 3 - e.g., Ability to meet deadlines]

Areas for Improvement

- [Area for Improvement 1 - e.g., Engaging in more active collaboration during meetings]
- [Area for Improvement 2 - e.g., Providing updates on progress more consistently]

Overall, your contributions were invaluable, and I appreciate your hard work and dedication to the team. Please feel free to share any feedback on my performance as well, as I believe we can all grow together.

Thank you for your commitment, and I look forward to collaborating on future projects!

Best regards,

[Your Name]

[Your Position]