

Performance Feedback Letter

Dear [Employee's Name],

I hope this message finds you well. I wanted to take a moment to provide you with some feedback on your performance over the past [time period].

First and foremost, I want to commend you on [specific positive behavior or achievement]. Your efforts in this area have significantly contributed to [specific outcome or team goal].

However, I believe there are opportunities for growth in [specific area for improvement]. By focusing on [suggested improvement], I am confident you can enhance your skills and overall performance.

I encourage you to consider [suggestion or resource] to aid in your improvement. I am here to support you, so please feel free to reach out if you need further guidance or resources.

Let's set up a time to discuss this feedback further and create a plan for your development. Thank you for your hard work and dedication.

Best regards,
[Your Name]
[Your Position]