

Performance Evaluation Feedback

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Performance Evaluation Feedback

Dear [Employee Name],

Thank you for your hard work and commitment over the past review period. This feedback aims to highlight your strengths and areas for improvement as discussed in your performance evaluation.

Strengths:

- Consistent achievement of goals and deadlines
- Strong teamwork and collaboration skills
- Proactive problem-solving abilities

Areas for Improvement:

- Enhance communication skills for effective stakeholder engagement
- Focus on time management to improve project delivery
- Seek feedback more frequently to foster continuous growth

We encourage you to take this feedback positively and work on the areas identified. We believe in your potential and are here to support you in your professional development.

Should you have any questions or need further assistance, please do not hesitate to reach out.

Best regards,

[Manager Name]

[Manager Title]

[Company Name]