

Performance Feedback

Date: [Insert Date]

To: [Team Member's Name]

From: [Your Name]

Subject: Performance Feedback

Dear [Team Member's Name],

I hope this message finds you well. I would like to take this opportunity to provide you with feedback regarding your performance over the past [time period].

Strengths:

- [Strength #1]
- [Strength #2]
- [Strength #3]

Areas for Improvement:

- [Improvement #1]
- [Improvement #2]
- [Improvement #3]

Goals Moving Forward:

For the upcoming period, I encourage you to focus on:

- [Goal #1]
- [Goal #2]
- [Goal #3]

Thank you for your hard work and contributions to the team. I am looking forward to your continued growth and success.

Best regards,

[Your Name]
[Your Position]