

# Quarterly Performance Feedback

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Quarterly Performance Review

Dear [Employee Name],

As part of our quarterly performance review process, I would like to take this opportunity to provide you with feedback on your performance over the past three months. Your contributions are crucial to our team's success, and your growth is important to us.

## Performance Highlights

- [Highlight 1: Description]
- [Highlight 2: Description]
- [Highlight 3: Description]

## Areas for Improvement

- [Area 1: Description]
- [Area 2: Description]

## Goals for Next Quarter

- [Goal 1: Description]
- [Goal 2: Description]

Please feel free to reach out if you have any questions or if you would like to discuss this feedback further. Thank you for your hard work and dedication.

Best regards,

[Manager Name]

[Job Title]

[Company Name]