

# Performance Feedback Letter

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Performance Feedback for Skill Development

Dear [Employee's Name],

I hope this message finds you well. I would like to take this opportunity to provide targeted feedback on your recent performance, focusing specifically on skill development.

## Strengths

- Excellent communication skills, particularly in team settings.
- Ability to adapt quickly to changing tasks, demonstrating flexibility.

## Areas for Improvement

- Enhancing your technical skills in [specific software/technology].
- Working on your time management to improve productivity.

## Action Plan

To support your development in these areas, I suggest the following actions:

1. Attend a workshop on [specific skill or topic] scheduled for [date].
2. Set aside time each week for skill practice or online courses.
3. Schedule bi-weekly check-ins with me to discuss your progress and any challenges.

Your growth and development are important to us, and I am here to support you in achieving your goals.

Best regards,

[Manager's Name]

[Manager's Title]

[Company Name]