

360-Degree Feedback Results

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: 360-Degree Feedback Summary

Introduction

Dear [Employee's Name],

Thank you for participating in the 360-degree feedback process. We appreciate your openness and willingness to receive constructive feedback.

Feedback Summary

Below you will find a summary of the feedback received from your peers, subordinates, and supervisors:

Strengths

- Excellent communication skills
- Strong problem-solving abilities
- Ability to motivate team members

Areas for Improvement

- Time management skills
- Delegation of tasks
- Conflict resolution techniques

Next Steps

We encourage you to review this feedback carefully and consider setting goals for your development. Additionally, we will schedule a meeting to discuss the results in detail and outline a plan for improvement.

Conclusion

Once again, thank you for your participation. Your growth and development are important to us, and we look forward to supporting you in this journey.

Sincerely,
[Manager's Name]
[Manager's Position]