

Employee Performance Review Feedback

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Performance Review Feedback

Dear [Employee Name],

Thank you for your hard work and dedication over the past performance period. Below is a summary of your performance review:

Strengths:

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

Areas for Improvement:

- [Improvement Area 1]
- [Improvement Area 2]
- [Improvement Area 3]

Goals for Next Review Period:

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

We appreciate your contributions to the team and look forward to seeing your continued growth. Please feel free to reach out if you have any questions or need further clarification.

Sincerely,

[Manager Name]

[Manager Title]

[Company Name]