

Performance Feedback Discussion

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Performance Feedback Discussion

Dear [Employee's Name],

I hope this message finds you well. I would like to take the opportunity to discuss your performance over the past [duration, e.g., quarter, year]. Your contributions have been valuable, and I believe it's important to give you detailed feedback.

Strengths

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

Areas for Improvement

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

Goals for Next Period

Moving forward, I would like to set the following goals for you:

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

Please let me know your availability for a meeting to discuss this feedback in detail. I look forward to our conversation and to supporting your development within the team.

Best regards,

[Manager's Name]

[Manager's Position]