

Feedback Request for Employee Development

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Social Service Agency Name]

[Agency Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. As a part of our ongoing commitment to employee development at [Social Service Agency Name], we are conducting a feedback process aimed at enhancing the skills and performance of our staff members.

Your insights and observations regarding [Employee's Name]'s performance and contributions are invaluable to us. We would appreciate it if you could take a moment to provide your feedback regarding their strengths, areas for improvement, and any specific examples that you believe would assist in their professional growth.

Please use the following questions as a guideline:

- What strengths do you observe in [Employee's Name]?
- Are there any areas where you feel [Employee's Name] could improve?
- Can you provide specific examples of [Employee's Name]'s performance in [specific tasks or projects]?

Your feedback is crucial in helping us support [Employee's Name] in their development journey. Please respond by [insert deadline] to ensure that we can incorporate your comments into our development plan.

Thank you for your attention to this matter and for your continued support of our team.

Sincerely,

[Your Name]

[Your Job Title]

[Social Service Agency Name]