

Performance Review Feedback

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Dear [Employee Name],

As part of our regular performance review process, I would like to provide you with feedback based on your recent contributions to the team.

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]

Thank you for your hard work and dedication. I look forward to seeing your continued growth and contributions to the team.

Sincerely,

[Manager Name]

[Manager Title]