

Individual Performance Feedback

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Performance Feedback Presentation

Dear [Employee Name],

I would like to take this opportunity to provide you with feedback on your performance over the past [time period]. Your contributions have been invaluable to our team, and I appreciate your hard work and dedication.

Strengths

- [Strength or achievement 1]
- [Strength or achievement 2]
- [Strength or achievement 3]

Areas for Improvement

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

Goals Moving Forward

I would like to discuss potential goals for your development in the upcoming period. These goals include:

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

Please let me know your availability for a meeting to discuss this feedback in more detail. I look forward to our conversation and to supporting your growth.

Best regards,

[Manager Name]

[Manager Title]

[Company Name]