

Annual Quality Review Feedback

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Annual Quality Review Feedback

Dear [Employee's Name],

As part of our annual quality review process, I would like to take this opportunity to provide you with feedback regarding your performance over the past year.

Strengths:

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

Areas for Improvement:

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

Overall, I appreciate your hard work and dedication. I encourage you to continue developing your skills and addressing the areas we discussed. Let's set up a time to discuss this feedback in detail.

Thank you for your contributions to the team.

Sincerely,

[Your Name]

[Your Position]