

Performance Improvement Feedback

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Performance Evaluation Feedback

Dear [Employee Name],

Thank you for your continued efforts and contributions to our team. I wanted to take a moment to provide you with some feedback regarding your performance over the past [specific time period].

Strengths

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

Areas for Improvement

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

Moving forward, I encourage you to focus on the areas mentioned above to enhance your performance. Additionally, I am here to support you and can provide resources or guidance if needed.

Let's schedule a follow-up meeting to discuss your progress and any challenges you may be facing. Please let me know your availability for the upcoming weeks.

Thank you for your hard work and dedication.

Sincerely,

[Manager Name]

[Manager Title]