

Constructive Feedback Letter

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Constructive Feedback

Dear [Employee's Name],

I hope this message finds you well. I wanted to take a moment to discuss some aspects of your recent work and provide you with constructive feedback to support your continued growth and development.

Positive Observations

Firstly, I would like to commend you on [insert specific positive behavior, achievement, or project]. Your efforts in this area have been instrumental in [describe the impact of their contributions].

Areas for Improvement

While you have shown excellent skills in [insert specific area], I noticed that there are opportunities for you to improve in [insert area that needs improvement]. For example, [provide a specific instance where improvement is needed]. This change could lead to [describe potential positive outcome].

Action Steps

To help you progress, I suggest the following steps:

- [Action Step 1]
- [Action Step 2]
- [Action Step 3]

We value your contributions to the team and believe that with a focus on these areas, you can further enhance your effectiveness. Please feel free to reach out if you would like to discuss this feedback in more detail or if you need additional support.

Thank you for your hard work and dedication.

Sincerely,

[Your Name]
[Your Position]