

Performance Evaluation Feedback

Date: [Date]

To: [Employee Name]

From: [Manager Name]

Subject: Performance Evaluation Feedback

Dear [Employee Name],

I would like to begin by thanking you for your hard work during the past evaluation period. Your contributions have been invaluable to our team. Here are some highlights of your performance:

Strengths:

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

Areas for Improvement:

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

Moving forward, I encourage you to focus on the areas for improvement while continuing to build on your strengths. I believe that with dedication and effort, you can achieve significant growth in the upcoming period.

If you have any questions about this feedback or would like to discuss it further, please feel free to reach out to me.

Best regards,

[Manager Name]

[Manager Position]