

Performance Appraisal Feedback

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Performance Appraisal Feedback

Dear [Employee's Name],

As part of our recent performance appraisal process, I wanted to take the opportunity to provide you with some feedback regarding your performance over the past year.

Strengths

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

Areas for Improvement

While you have demonstrated commendable strengths, I believe there are areas where you can improve:

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

Action Plan

To support your development, I recommend the following steps:

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

If you have any questions or would like to discuss this feedback further, please do not hesitate to reach out. I am here to support you in your growth and success.

Thank you for your hard work and dedication.

Sincerely,

[Manager's Name]

[Manager's Position]