

# 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 ongoing commitment to employee development, I am pleased to provide you with feedback from your recent performance appraisal. Your contributions over the past [insert time period] have been valuable to our team and organization.

## Strengths

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

## Areas for Improvement

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

## Development Goals

To support your growth, I recommend focusing on the following development goals:

- [Goal 1]
- [Goal 2]
- [Goal 3]

Please schedule a meeting with me to discuss this feedback further and to create a development plan tailored to your goals.

Thank you for your hard work and dedication.

Best regards,

[Manager's Name]  
[Manager's Title]  
[Company Name]