

Performance Appraisal Feedback

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Performance Appraisal Feedback

Dear [Employee Name],

I hope this message finds you well. As part of our annual performance appraisal process, I would like to take the opportunity to provide you with feedback on your contributions over the past year.

Key Contributions

- [Contribution 1]
- [Contribution 2]
- [Contribution 3]

Strengths

[Describe employee's strengths and how they positively impacted the team or organization.]

Areas for Improvement

[Identify areas for growth and suggest actionable steps for improvement.]

Goals for Next Year

For the upcoming year, I encourage you to focus on the following goals:

- [Goal 1]
- [Goal 2]

Thank you for your hard work and dedication. I appreciate your contributions to our team and look forward to seeing you continue to grow and succeed.

Sincerely,

[Manager Name]
[Manager Title]
[Company Name]