

# Performance Appraisal Feedback

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Performance Appraisal Feedback - Leadership Strengths

Dear [Employee's Name],

I hope this message finds you well. As part of our annual performance appraisal process, I am writing to share some feedback on your leadership strengths observed over the past year.

## 1. Visionary Thinking

Your ability to think strategically and envision future possibilities has been a tremendous asset to our team. You are consistently able to articulate a clear direction that inspires others.

## 2. Team Empowerment

You have a unique talent for empowering team members to take ownership of their tasks. This not only boosts their confidence but also enhances overall team productivity.

## 3. Effective Communication

Your strong communication skills facilitate open dialogue, ensuring that everyone is on the same page. This has fostered a collaborative and trusting environment within the team.

In conclusion, your leadership strengths significantly contribute to our success. I look forward to seeing how you further develop these skills in the coming year.

Best regards,

[Manager's Name]

[Manager's Position]