

Performance Appraisal Feedback

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Performance Appraisal Feedback

Dear [Employee's Name],

I hope this message finds you well. As we conclude this performance appraisal cycle, I want to take a moment to reflect on your contributions and discuss areas for growth.

Strengths:

- Consistently meets or exceeds project deadlines.
- Demonstrates exceptional teamwork and collaboration skills.
- Displays a positive attitude that inspires others.

Areas for Development:

- Enhance technical skills through additional training.
- Seek opportunities to lead small projects.

Goals for the Next Period:

1. Complete the [specific training program] by [date].
2. Take the lead on the upcoming [project name].

Your dedication and hard work are truly appreciated, and I believe that with continued effort, you will achieve great success. Let's arrange a time to discuss this feedback further and set a plan for your future growth.

Thank you for your contributions and commitment to our team!

Sincerely,

[Manager's Name]

[Manager's Position]