

Performance Appraisal Feedback

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Performance Appraisal Feedback for Skill Enhancement

Dear [Employee's Name],

Following your recent performance appraisal, I would like to provide you with feedback aimed at helping you enhance your skills and grow in your role.

Strengths:

- [List specific strengths and accomplishments]
- [List specific strengths and accomplishments]

Areas for Improvement:

- [Identify specific skills to focus on]
- [Identify specific skills to focus on]

Action Plan:

To support your growth, I suggest the following steps:

1. [Recommendation 1]
2. [Recommendation 2]
3. [Recommendation 3]

I am confident that with dedication and effort, you can enhance your skills significantly. Please feel free to reach out to me if you have any questions or need further guidance.

Best regards,

[Manager's Name]

[Manager's Title]