

Performance Appraisal Feedback

Date: [Insert Date]

Dear [Employee Name],

As part of your performance appraisal, I would like to take this opportunity to provide feedback on your contributions to team collaboration over the past year.

During this review period, I have observed that you have consistently demonstrated strong collaborative skills. You effectively engage with team members, listen actively, and value diverse perspectives. Your ability to foster a supportive environment has been instrumental in driving our team's success.

Some highlights of your teamwork include:

- Leading brainstorming sessions that encouraged creative contributions from all team members.
- Resolving conflicts with professionalism and tact, ensuring a harmonious working environment.
- Mentoring newer team members, helping them integrate smoothly into the group.

To further enhance our team collaboration efforts, I encourage you to continue sharing your insights and to seek feedback from others regularly. This will help strengthen our collaborative culture even more.

Thank you for your hard work and dedication. I look forward to seeing how you continue to excel in your team interactions in the coming year.

Sincerely,

[Your Name]

[Your Position]