

Job Performance Critique

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Job Performance Review

Dear [Employee's Name],

I hope this message finds you well. The purpose of this letter is to provide you with feedback regarding your job performance during the past [insert time period].

Strengths

1. [Insert strength #1]
2. [Insert strength #2]

Areas for Improvement

1. [Insert area for improvement #1]
2. [Insert area for improvement #2]

Goals Moving Forward

1. [Insert goal #1]
2. [Insert goal #2]

I appreciate your contributions to the team and believe that with focus and effort, you can continue to grow in your role.

Please feel free to reach out if you would like to discuss this feedback in detail.

Best regards,

[Manager's Name]

[Manager's Position]

[Company Name]