

Performance Assessment Feedback

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

From: [Manager Name]

Subject: Performance Assessment Feedback

Dear [Employee Name],

As part of our ongoing commitment to employee development, I would like to provide you with feedback regarding your performance over the past [insert timeframe].

Strengths

- [Strength 1]
- [Strength 2]
- [Strength 3]

Areas for Improvement

- [Area 1]
- [Area 2]

Goals for Next Review Period

- [Goal 1]
- [Goal 2]

Thank you for your hard work and contributions to the team. I look forward to discussing this feedback in our upcoming meeting.

Best regards,

[Manager Name]

[Manager Position]