

Team Member Feedback Report

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Feedback Report for [Team Member's Name]

Introduction

This report outlines the feedback gathered regarding [Team Member's Name] performance and contributions to the team.

Strengths

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

Areas for Improvement

- [Area 1]
- [Area 2]
- [Area 3]

Overall Performance

[Provide a brief summary of overall performance, contributions, and impact on the team.]

Conclusion

In conclusion, [Team Member's Name] has shown [summary of performance]. It is recommended that [any action items or further steps].

Thank you for considering this feedback.

Sincerely,

[Your Name]

[Your Position]