

# Performance Review Feedback

Date: [Insert Date]

To: [Employee's Name]

From: [Supervisor's Name]

Subject: Interpersonal Skills Feedback

Dear [Employee's Name],

I hope this message finds you well. As part of your recent performance review, I would like to provide you with some feedback regarding your interpersonal skills.

## Strengths:

- Excellent communication skills that foster collaboration among team members.
- Ability to listen actively, showing empathy and understanding towards colleagues.
- Proficient in conflict resolution, often diffusing tense situations with professionalism.

## Areas for Improvement:

- Work on providing constructive feedback in a more timely manner.
- Enhance your networking skills by engaging more with peers across the organization.
- Consider participating in team-building activities to strengthen team dynamics.

Overall, your interpersonal skills contribute significantly to our team's success, and with a few adjustments, I believe you can further enhance your effectiveness. Please let me know if you would like to discuss this feedback in more detail.

Best regards,

[Supervisor's Name]

[Supervisor's Position]