

Feedback Request for Retail Staff

Date: [Insert Date]

To: [Supervisor's Name]

From: [Your Name]

Subject: Request for Feedback on [Staff Member's Name]

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to request your valuable feedback on [Staff Member's Name], who has been working in the [specific department] since [start date]. Your insights would be tremendously helpful in evaluating their performance and assisting them in their professional development.

Could you please provide your thoughts on the following aspects?

- Communication skills
- Teamwork and collaboration
- Customer service skills
- Reliability and punctuality
- Areas for improvement

Thank you for your attention to this matter. I appreciate your support and feedback.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]