

Performance Review Feedback

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Performance Review Feedback

Dear [Employee Name],

Thank you for your hard work and dedication over the past review period. This letter serves to provide feedback on your performance in your IT management role.

Strengths

- Excellent project management skills demonstrated in [specific project].
- Strong leadership qualities that foster team collaboration.
- Proactive problem-solving approach in addressing IT issues.

Areas for Improvement

- Enhance communication with cross-functional teams.
- Focus on further developing your technical skills in [specific area].
- Consider mentoring junior staff to build team capacity.

Goals for Next Review Period

- Complete a certification in [specific area].
- Lead at least two major IT projects successfully.
- Improve team efficiency ratings by [specific percentage].

I appreciate your contributions to the team and look forward to seeing your continued growth and success. If you have any questions or wish to discuss this feedback further, please feel free to reach out.

Sincerely,

[Manager Name]

[Manager Title]