

# Team Performance Feedback

Date: [Insert Date]

To: [Team Name]

From: [Your Name]

Subject: Performance Feedback

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Dear Team,

I would like to take this opportunity to provide you with feedback on our team's performance over the past quarter. Your hard work and dedication have not gone unnoticed.

## Positive Highlights:

- [Highlight 1]
- [Highlight 2]
- [Highlight 3]

## Areas for Improvement:

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

Thank you for your commitment and efforts. I am confident that with continued focus, we can achieve even greater success together.

Best regards,

[Your Name]

[Your Position]