

# Employee Shift Feedback

Date: [Insert Date]

To: [Employee Name]

From: [Supervisor/Manager Name]

Dear [Employee Name],

Thank you for your hard work and dedication during your recent shifts. I wanted to take a moment to provide you with some feedback regarding your performance.

## Positive Aspects

- [Detail a positive aspect of their work]
- [Detail another positive aspect]

## Areas for Improvement

- [Detail an area where improvement is needed]
- [Detail another area for improvement]

Overall, we appreciate your contributions to the team and believe that with some focus on the above areas, you will continue to excel.

Please feel free to reach out if you would like to discuss this feedback further.

Best regards,

[Your Name]

[Your Position]