

Stakeholder Feedback Compilation for Performance Review

Date: [Insert Date]

To: [Stakeholder's Name]

[Stakeholder's Position]

[Company/Organization Name]

[Address]

Dear [Stakeholder's Name],

As part of the performance review process for [Employee's Name], we are gathering feedback from key stakeholders. Your insights are valuable to ensure a comprehensive evaluation.

Please provide your feedback on the following areas:

- Performance in Core Responsibilities
- Communication Skills
- Collaboration and Teamwork
- Problem Solving Abilities
- Overall Impact on [Project/Team/Organization]

We appreciate your time and input. Kindly submit your feedback by [Deadline Date]. If you have any questions, feel free to reach out to me.

Thank you for your participation.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]