

# Performance Review Feedback

Date: [Insert Date]

To: [Team Member Name]

From: [Your Name]

## **Subject: Performance Review Feedback for Group Project**

Dear [Team Member Name],

I would like to take this opportunity to provide feedback on your contributions to the [Project Name] that we recently completed.

### **Strengths:**

- Consistent communication with team members.
- Strong problem-solving skills demonstrated during project challenges.
- Ability to meet deadlines effectively.

### **Areas for Improvement:**

- Consider taking more initiative in group discussions.
- Improve promptness in providing feedback on team deliverables.

### **Overall Assessment:**

Your dedication and effort significantly contributed to the project's success. I appreciate your hard work and look forward to seeing further growth in your role.

Sincerely,

[Your Name]

[Your Position]