

Performance Review Feedback

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Performance Review Feedback

Dear [Employee's Name],

As part of our ongoing performance management process, I would like to take this opportunity to provide you with feedback regarding your performance over the past [insert time frame].

Strengths:

- [Strength 1]
- [Strength 2]
- [Strength 3]

Areas for Improvement:

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

Goals for Next Review Period:

1. [Goal 1]
2. [Goal 2]
3. [Goal 3]

I appreciate your contributions to the team and encourage you to take this feedback constructively. Let's schedule a time to discuss this in further detail.

Best Regards,

[Manager's Name]

[Manager's Job Title]

[Contact Information]