

Performance Feedback Discussion

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Dear [Employee's Name],

I hope this message finds you well. I would like to take this opportunity to discuss your performance over the past [insert time period] and provide you with constructive feedback.

Strengths

- [List specific strengths and accomplishments]
- [List specific strengths and accomplishments]

Areas for Improvement

- [List specific areas for improvement]
- [List specific areas for improvement]

Goals and Expectations

For the upcoming period, I encourage you to focus on the following goals:

- [List goals]
- [List goals]

Our next steps will involve setting up a meeting to discuss this feedback in detail and work together on your development plan. Please let me know your availability for next week.

Thank you for your hard work and dedication.

Best regards,

[Manager's Name]

[Manager's Title]