

Feedback Letter

Date: [Insert Date]

To: [Staff Member's Name]

Retirement Community: [Community Name]

Dear [Staff Member's Name],

I hope this message finds you well. I am writing to provide feedback on your performance in our retirement community over the past [insert time period].

Your dedication to the residents and commitment to enhancing their quality of life has not gone unnoticed. Specifically, I would like to commend you for [insert specific examples of positive performance, such as exceptional care, communication skills, or initiative].

Additionally, there are a few areas where I believe there is room for improvement. [Insert constructive feedback, focusing on specific behaviors or situations]. I encourage you to consider [suggestion for improvement or further development].

Overall, your contributions to our community are valuable, and I appreciate your hard work and passion. Thank you for your continued commitment to our residents, and I look forward to seeing your growth in the future.

Warm regards,

[Your Name]

[Your Position]

[Contact Information]