

Program Evaluation Feedback

Date: [Insert Date]

To: [Team Member's Name]

From: [Your Name]

Subject: Feedback on Program Evaluation

Dear [Team Member's Name],

I hope this message finds you well. I wanted to take a moment to provide you with feedback regarding your contributions to the recent program evaluation.

Strengths:

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

Areas for Improvement:

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

Overall, your efforts have been invaluable to the success of this evaluation, and I appreciate your commitment and hard work. Let's keep communication open as we move forward.

Thank you for your dedication.

Best regards,
[Your Name]
[Your Position]