

Request for Input on Team Member Performance

Dear [Recipient's Name],

I hope this message finds you well. As part of our ongoing efforts to enhance team dynamics and individual performance, I am reaching out to gather your insights regarding [Team Member's Name].

Your feedback is invaluable, and I would appreciate it if you could provide your thoughts on the following aspects of [Team Member's Name]'s performance:

- Key strengths
- Areas for improvement
- Collaboration with team members
- Overall impact on the team's success

Feel free to be candid in your responses, as this will help us provide the necessary support and resources for their professional development.

Please submit your feedback by [Deadline Date] to ensure it is included in their performance review.

Thank you for your assistance.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]