

Job Performance Feedback

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Performance Feedback

Dear [Employee's Name],

I hope this message finds you well. I would like to take a moment to provide you with feedback regarding your performance over the past [time period].

What You Did Well:

- [Specific achievement or behavior]
- [Specific achievement or behavior]
- [Specific achievement or behavior]

Areas for Improvement:

- [Specific area for improvement]
- [Specific area for improvement]
- [Specific area for improvement]

Overall, your contributions are greatly valued, and I believe that with continued effort and focus in the areas mentioned, you will achieve even greater success.

Please feel free to reach out if you would like to discuss this feedback further or if you have any questions.

Best regards,

[Manager's Name]

[Manager's Title]