

# Team Performance Feedback

Date: [Insert Date]

To: [Team Member's Name]

From: [Your Name]

Subject: Feedback on Team Performance

Dear [Team Member's Name],

I hope this message finds you well. I wanted to take a moment to provide you with some feedback regarding our recent project and team performance. My intention is to help us all grow and improve in our roles.

Firstly, I want to acknowledge the effort you put into [specific task or project]. Your contributions were valuable, especially [mention a specific positive aspect].

However, I believe there are areas where we can enhance our teamwork and overall results. For instance, [mention specific area for improvement, e.g., communication, deadlines, collaboration]. I think that focusing on this can help us achieve our goals more effectively.

To address these points, I suggest [offer practical suggestions or solutions]. Implementing these changes could greatly benefit both you and the team as a whole.

I appreciate your understanding and willingness to work on these aspects. If you'd like to discuss this further or have any concerns, please feel free to reach out. I'm looking forward to seeing how we can all improve and succeed together.

Best regards,

[Your Name]

[Your Position]