

Team Evaluation Feedback

Date: [Insert Date]

To: [Team Name]

From: [Your Name] / [Your Position]

Dear Team,

I would like to take a moment to provide feedback on our recent team performance. Overall, I am impressed with the dedication and work ethic demonstrated by each member. Here are some key points to consider:

Strengths:

- Excellent collaboration and communication among team members.
- Successful completion of projects ahead of schedule.
- Innovative solutions to challenges faced during the quarter.

Areas for Improvement:

- Enhance time management skills to avoid last-minute rushes.
- Encourage more participation during meetings.
- Focus on following up with assigned tasks more consistently.

Moving forward, I encourage everyone to continue building on our strengths while addressing the areas that need improvement. Let's strive for a productive upcoming quarter!

Thank you for your continued hard work and commitment.

Sincerely,

[Your Name]

[Your Position]