

Performance Feedback and Improvement

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 want to take this opportunity to provide you with feedback regarding your performance over the past [duration].

Overall, I appreciate your efforts in [mention specific achievements or strengths]. However, I have observed some areas where improvement is necessary:

- Area of Improvement 1: [Description]
- Area of Improvement 2: [Description]
- Area of Improvement 3: [Description]

To support your development, I recommend the following actions:

- Suggestion 1: [Description]
- Suggestion 2: [Description]
- Suggestion 3: [Description]

Please understand that my intention is to help you succeed and grow in your role. I encourage you to set up a meeting with me to discuss this feedback further and outline a plan for improvement.

Thank you for your hard work and dedication.

Sincerely,

[Manager's Name]

[Manager's Title]