

Collaboration Effectiveness Feedback

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Feedback on Collaboration Effectiveness

Dear [Recipient Name],

I hope this message finds you well. I wanted to take a moment to share my feedback regarding our recent collaboration on [Project Name]. Overall, I believe our efforts have yielded positive results. Here are some highlights and areas for improvement:

Highlights:

- Clear communication throughout the project.
- Well-defined roles and responsibilities.
- Timely completion of deliverables.

Areas for Improvement:

- More frequent check-ins would enhance alignment.
- Identifying potential challenges earlier in the process.

Thank you for your collaboration and commitment to making this project a success. I look forward to working together in the future and improving our teamwork further.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]