

Job Performance Feedback

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Position: [Insert Position]

Department: [Insert Department]

Performance Overview

Dear [Employee Name],

We would like to take this opportunity to provide you with feedback regarding your job performance over the past [insert time period].

Strengths

- [Strength 1]
- [Strength 2]
- [Strength 3]

Areas for Improvement

- [Improvement Area 1]
- [Improvement Area 2]

Goals for Next Review Period

- [Goal 1]
- [Goal 2]

Thank you for your hard work and commitment. We look forward to seeing your continued growth and success.

Sincerely,

[Your Name]

[Your Position]

[Company Name]