

Employee Service Feedback

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Feedback on Your Service

Dear [Employee Name],

I hope this message finds you well. I want to take a moment to provide you with feedback regarding your service in the [specific department or position].

Firstly, I would like to commend you on [specific strengths, achievements, or contributions]. Your efforts in [specific tasks or projects] have made a significant impact on our team's success.

However, I believe there are areas where improvement can enhance your service further. [Mention specific areas for improvement]. I encourage you to [suggestions for improvement].

Overall, I appreciate your hard work and dedication. Please feel free to reach out if you would like to discuss this feedback in more detail.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]