

Performance Appraisal Feedback

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Performance Appraisal Feedback

Dear [Employee's Name],

As part of the performance appraisal process, I would like to take this opportunity to provide you with feedback regarding your performance over the past year.

Strengths

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

Areas for Improvement

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

Goals for the Upcoming Year

As we move forward, I encourage you to focus on the following goals:

- [Goal 1]
- [Goal 2]

Please feel free to reach out if you would like to discuss this feedback further or have any questions.

Best regards,

[Manager's Name]

[Manager's Position]

[Company Name]