

Performance Feedback Summary

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Performance Feedback Summary for [Review Period]

Overall Performance

[Provide a brief overview of the employee's performance during the review period. Mention strengths and areas for improvement.]

Key Achievements

- [Achievement 1]
- [Achievement 2]
- [Achievement 3]

Areas for Improvement

[Identify specific areas where the employee can improve. Provide constructive feedback and suggestions.]

Goals for Next Review Period

[Outline specific, measurable goals for the employee to aim for in the next period.]

Conclusion

Thank you for your hard work and dedication. I look forward to seeing your continued growth and contributions.

Sincerely,

[Manager's Name]

[Manager's Position]