

Constructive Criticism Letter

Date: [Insert Date]

To: [Recipient's Name]

Dear [Recipient's Name],

I hope this message finds you well. I wanted to take a moment to share some thoughts that I believe could help in your personal and professional growth.

Positive Observations

Firstly, I want to acknowledge the strengths I've seen in your work, such as [mention specific achievements or traits]. This has made a positive impact on [mention the team, project, etc.].

Constructive Feedback

However, I have noticed a few areas that might benefit from your attention. Specifically, [describe the behavior or situation with specific examples]. Addressing this could enhance [explain the potential positive outcomes].

Suggestions for Improvement

To assist you in this process, I suggest [provide specific strategies or resources]. These may help you develop [mention skills or behaviors].

Offer of Support

Please know that I am here to support you in any way I can. If you'd like to discuss this further or if you need additional resources, don't hesitate to reach out.

Thank you for considering this feedback, and I look forward to seeing your continued growth.

Best regards,

[Your Name]

[Your Position]