

# Performance Review Feedback

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Feedback on Performance Review

**Dear [Employee's Name],**

I would like to take this opportunity to provide you with feedback regarding your performance over the past review period.

**Strengths:**

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

**Areas for Improvement:**

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

**Overall Evaluation:**

[Overall feedback summary]

**Goals Moving Forward:**

- [Goal 1]
- [Goal 2]

Thank you for your hard work and dedication to our team. If you have any questions or would like to discuss this feedback further, please feel free to reach out.

Sincerely,  
[Manager's Name]  
[Manager's Title]