

Performance Review Feedback

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Performance Review Feedback

Overview

Dear [Employee's Name],

This letter serves as your performance review feedback for the past [time period]. Your contributions as a technical writer have been invaluable to our team.

Performance Highlights

- Consistently produced high-quality documentation that meets project deadlines.
- Effectively collaborated with cross-functional teams to gather accurate information.
- Demonstrated strong understanding of technical concepts, allowing for clear communication.

Areas for Improvement

- Enhance skills in user experience writing to better assist our customers.
- Consider attending workshops on advanced documentation tools.

Goals for Next Review Period

- Develop a new documentation process to increase efficiency.
- Mentor junior writers as part of professional development.

Conclusion

Your performance has greatly contributed to the success of our projects. We appreciate your hard work and dedication. Please feel free to reach out if you have any questions discussed during this review.

Best regards,

[Manager's Name]

[Manager's Title]