

Performance Feedback for [Employee Name]

Date: [Insert Date]

Dear [Employee Name],

I hope this message finds you well. I wanted to take a moment to provide you with some constructive feedback regarding your performance over the past [time period].

First, I want to commend you on [specific strength or achievement]. This has had a positive impact on [specific team, project, or outcome]. Your dedication and hard work are truly appreciated.

However, I believe there are some areas where you can improve. [Mention a specific area for improvement]. Addressing this will not only enhance your skills but also contribute to the overall success of our team.

I recommend [provide suggestions or resources for improvement]. I am confident that with focused effort, you will make significant strides in this area.

Please feel free to reach out if you would like to discuss this feedback further. I am here to support you in your development.

Thank you for your continued efforts and contributions!

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]