

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Job Title]

[Employee's Department]

[Employee's Address]

Dear [Employee's Name],

I hope this message finds you well. As part of our ongoing evaluation process, I wanted to take a moment to share feedback regarding your performance over the past [time period].

****Strengths:****

1. [Specific Strength #1] - [Example or context]

2. [Specific Strength #2] - [Example or context]

3. [Specific Strength #3] - [Example or context]

****Areas for Improvement:****

1. [Area for Improvement #1] - [Suggestions or resources]

2. [Area for Improvement #2] - [Suggestions or resources]

3. [Area for Improvement #3] - [Suggestions or resources]

****Overall Performance Rating:****

[Rating Scale/Description]

I appreciate your hard work and dedication to our team. Let's schedule a time to discuss this feedback in detail and strategize on how to make the most of your strengths while addressing the areas that need improvement.

Thank you for your commitment to [Company Name].

Best regards,

[Your Name]

[Your Job Title]

[Your Department]

[Your Contact Information]