

[Your Name]  
[Your Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Employee Name]  
[Employee Position]  
[Employee Department]

Dear [Employee Name],

I hope this letter finds you well. I want to take a moment to provide you with feedback on your recent performance over the past [period of time].

Firstly, I want to commend you for your [specific strength or achievement]. Your ability to [describe specific actions or results] has significantly contributed to our team's success.

Additionally, I have noticed [mention any areas for improvement].

Addressing these aspects will not only enhance your performance but also support our overall team goals. I recommend [provide constructive suggestions].

I appreciate your hard work and commitment to [Company Name]. I believe that with continued effort and focus, you will achieve even greater success.

Please feel free to reach out if you would like to discuss this feedback in more detail.

Best regards,

[Your Name]  
[Your Position]