

[Your Name]

[Your Position]

[Your Company]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Department]

Dear [Employee's Name],

Subject: Performance Feedback

I hope this message finds you well. I would like to take this opportunity to provide you with feedback regarding your performance over the past [specific time period].

****Strengths:****

1. [Detail specific strength or achievement]
2. [Detail another strength or achievement]
3. [Detail another strength or achievement]

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

1. [Detail specific area where improvement is needed]
2. [Detail another area for development]
3. [Detail another area for development]

****Goals Moving Forward:****

- [Set specific goals or expectations for the future]
- [Set another goal or expectation]

I appreciate your hard work and commitment to [Company Name]. I am confident that with focused effort on the discussed areas, you can achieve even greater success.

Please feel free to reach out if you would like to discuss this feedback further.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]