

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Employee Feedback

We hope this message finds you well. We are writing to provide feedback based on your recent performance evaluation.

[Insert specific feedback regarding performance, strengths, and areas for improvement.]

We appreciate your contributions to [team/department] and encourage you to continue developing your skills in [specific areas].

Please feel free to reach out if you have any questions or would like to discuss this feedback further.

Best regards,

[Your Name]

[Your Position]

[Your Company's Name]

[Contact Information]