

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Feedback on Your Performance

I hope this letter finds you well. As part of our ongoing commitment to employee development, we are pleased to provide you with feedback regarding your performance over the past [time period, e.g., quarter, year].

[Positive feedback about the employee's performance, strengths, and achievements.]

[Areas for improvement, constructive feedback, and specific examples.]

We encourage you to focus on these areas and consider the following suggestions to enhance your performance:

1. [Suggestion 1]

2. [Suggestion 2]

3. [Suggestion 3]

We appreciate your hard work and dedication to [Company Name]. Please feel free to reach out if you have any questions or would like to discuss this feedback further.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]