

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Department]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

I hope this message finds you well. As part of our ongoing commitment to employee development and engagement, we would like to provide you with feedback regarding your performance and contributions to the team.

**\*\*Positive Feedback:\*\***

- [Specific example of strengths or achievements]

- [Another positive point or accomplishment]

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

- [Specific area where improvement is needed]

- [Additional area for growth or development]

We appreciate your hard work and dedication to your role. To support you in your professional growth, we encourage you to [suggest resources, training opportunities, or mentorship].

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

Thank you for your ongoing efforts as a valuable member of our team.

Best regards,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]