

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

Dear [Employee's Name],

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 [time period, e.g., year, quarter].

Strengths:

1. [Strength #1 - e.g., Consistently meets deadlines and manages time effectively]
2. [Strength #2 - e.g., Displays excellent teamwork and communication skills]
3. [Strength #3 - e.g., Demonstrates strong problem-solving abilities]

Areas for Improvement:

1. [Area #1 - e.g., Increase attention to detail in project reports]
2. [Area #2 - e.g., Enhance technical skills in [specific area]]
3. [Area #3 - e.g., Seek feedback more regularly from peers]

Overall, your contributions to [specific project or goal] have been invaluable, and your efforts are greatly appreciated. I encourage you to focus on the areas outlined for improvement while continuing to build on your strengths.

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

Best regards,

[Your Name]
[Your Position]