

[Your Name]

[Your Position]

[Company Name]

[Date]

[Employee's Name]

[Employee's Position]

[QVC Department/Team]

Dear [Employee's Name],

I hope this message finds you well.

I want to take a moment to provide you with feedback regarding your performance and contributions to our team at QVC.

****Strengths:****

1. [Specific strength or achievement]
2. [Another strength or positive attribute]
3. [Further positive feedback]

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

1. [Specific area for improvement]
2. [Another area you would like them to focus on]
3. [Further constructive feedback]

Overall, I appreciate your dedication and hard work. I look forward to seeing your continued growth and success in your role.

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 Name]

[Your Position]

[Company Name]

[Contact Information]