

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Employee Name]
[Employee Position]
[Employee Company]

Dear [Employee Name],

Subject: Feedback on Performance

I hope this message finds you well. I would like to take a moment to provide feedback on your performance during [timeframe/period].

1. ****Strengths:****

- [Strength 1: Description]
- [Strength 2: Description]
- [Strength 3: Description]

2. ****Areas for Improvement:****

- [Area 1: Description]
- [Area 2: Description]
- [Area 3: Description]

3. ****Goals Moving Forward:****

- [Goal 1: Description]
- [Goal 2: Description]
- [Goal 3: Description]

Thank you for your dedication and contributions to the team. Please feel free to reach out if you have any questions or if you would like to discuss this feedback further.

Best regards,

[Your Name]
[Your Position]