

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide feedback on [Employee's Name]'s work experience with us during the [duration] period.

[Paragraph 1: Introduce the employee and their role in the company.

Mention the start and end dates of the work experience.]

[Paragraph 2: Discuss the employee's strengths, skills demonstrated, and contributions to the team/project.]

[Paragraph 3: Mention any areas for improvement, if applicable, and suggestions for further development.]

[Paragraph 4: Overall assessment and final thoughts on the employee's performance and potential.]

Thank you for the opportunity to share this feedback. Please feel free to reach out if you have any questions or need further information.

Best regards,

[Your Name]
[Your Position]
[Your Company]