

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

[Employee's Name]
[Employee's Position]
[Employee's Department]

Dear [Employee's Name],

I hope this message finds you well. As we continue to focus on personal and professional growth within our team, I wanted to take this opportunity to provide you with feedback on your performance over the past review period.

****Strengths:****

- [Highlight a specific strength or achievement]
- [Mention any skills or contributions that have positively impacted the team or company]

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

- [Identify a specific area where improvement is needed]
- [Provide constructive feedback and suggestions for development]

****Overall Performance Rating:**** [Provide rating or summary of overall performance]

****Goals for Next Period:****

- [Outline specific, measurable goals]
- [Encourage ongoing professional development opportunities]

Thank you for your hard work and dedication. I am looking forward to seeing your continued growth and contributions to the team.

Best regards,

[Your Signature]
[Your Name]
[Your Position]