

[Your Name]

[Your Position]

[Your Company]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Department]

Dear [Employee's Name],

Subject: Feedback on [Specific Topic/Performance]

1. **\*\*Introduction\*\***

- Briefly state the purpose of the letter.
- Acknowledge the employee's contributions.

2. **\*\*Positive Feedback\*\***

- Highlight specific strengths and accomplishments.
- Provide examples of positive impact on team or company.

3. **\*\*Areas for Improvement\*\***

- Identify specific areas where improvement is needed.
- Provide constructive suggestions and possible solutions.

4. **\*\*Support and Resources\*\***

- Offer assistance or resources available to help the employee improve.
- Encourage open communication for any questions or further guidance.

5. **\*\*Conclusion\*\***

- Reiterate positive notes and encouragement for growth.
- Express confidence in the employee's ability to improve.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Position]