

[Your Name]

[Your Position]

[Department]

[Date]

[HOD's Name]

[HOD's Position]

[Department]

Dear [HOD's Name],

Subject: Feedback on [Specific Topic or Project]

I hope this message finds you well. I would like to take a moment to provide feedback regarding [specific topic or project].

1. ****Positive Feedback****:

- [Detail a positive aspect, such as strengths or accomplishments]

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

- [Discuss any areas that need attention or improvement, providing constructive criticism]

3. ****Overall Impression****:

- [Share your overall impression and reiterate any key points]

Thank you for considering this feedback. I believe it will contribute positively to our ongoing efforts.

Best regards,

[Your Name]

[Your Contact Information]

[Your Position]