Constructive Feedback for Performance Improvement

Subject: Performance Feedback and Development Discussion

Dear [Employee Name],

I wanted to schedule time to discuss your recent performance on [project/task/responsibility]. While I appreciate your effort and commitment, I've noticed some areas where we can work together to enhance your effectiveness.

Specifically, I've observed that [describe specific behavior or outcome] has impacted [explain the impact]. For example, [provide concrete example]. This is an area where I believe you have the potential to improve significantly.

I'd like to work with you to develop a plan that includes [specific suggestions for improvement]. I'm confident that with focused effort and the right support, you can excel in this area.

Please let me know your availability this week so we can discuss this further and create an action plan together. I'm here to support your professional development.

Sincerely,

[Your Name]

[Your Title]

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