Feedback Letter for Remote Team Member

Subject: Feedback on Your Remote Work Performance

Dear [Employee Name],

As we continue to work in a remote environment, I wanted to provide you with feedback on how you're managing your responsibilities and contributing to our team from afar.

Your communication skills have been excellent. I appreciate how you consistently update the team on your progress and proactively reach out when you need clarification. Your participation in virtual meetings is engaged and valuable.

One area I'd like you to focus on is [specific area]. While working remotely presents unique challenges, I believe with [specific suggestion], you can enhance your effectiveness in this area.

Your flexibility and adaptability during this transition have been commendable. Let's schedule a video call next week to discuss any support you might need and to set goals for the upcoming quarter.

Thank you for your continued dedication.

Best regards,

[Manager Name]

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