Encouraging Feedback for Struggling Employee

Subject: Support and Encouragement

Dear [Employee Name],

I wanted to reach out because I've noticed you've been facing some challenges lately with [specific area/project]. I want you to know that I recognize your effort and I'm here to support you.

Everyone goes through difficult periods, and I've seen your potential and the value you bring to our team. Your strengths in [list specific strengths] are genuine assets that we appreciate.

I believe that with some adjustments and additional support, you can overcome these current obstacles. Let's work together to identify what resources, training, or changes might help you succeed. This might include [suggestions: mentorship, reduced workload temporarily, training, etc.].

Please know that my door is always open, and I'm invested in your success. You're a valued member of our team, and I'm confident we can work through this together.

Let's meet soon to discuss how I can best support you.

With encouragement,

[Manager Name]

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