

Employee Feedback Email Sample 2

Subject: Employee Performance Feedback

Dear [First Name of the Employee],

Your performance on the project of design and installation of the new customer support software for the company's client [name of the Client Organization] is truly remarkable. Your punctuality and your ability to fasten up the process of implementation of the new project are praiseworthy. As of now, one week is still left to meet the work deadline but your dedication and the extra shifts that you worked made us able to complete the project quite earlier than expected.

The only thing I would like you to notice and improve is your communication skills. The top brass of the company is fully aware of your managerial skills and technical expertise and truly appreciate that. However, being a team leader, you must also work on improving your communication skills as you not only have to work on the technical aspects of a project but also you have to present the project and answer the relevant queries and questions. So I expect you to realize the importance of enhancing your communication skills too.

Overall your performance is great and quite satisfying and your success in some of the recent projects has led the organization to achieve its financial targets.

We are hopeful that you will keep us feeling proud like that again and again.

Best Regards,

[Sender Name]

[Sender Designation]