Date:

To:

The manager,

Name of the company,

**Subject: Staff feedback letter for [X]**

Respected Sir,

This letter includes the evaluation of your staff members of the sales department for the period of three months from November to January. I have evaluated the staff members based on their communication skills, promptness in their response to customers' complaints, and interpersonal skills as well.

Mr. Thomson generally performs well, and he is well known for exceeding the expectations of the people he interacts with. He has a strong ability to iron out complex problems in no time. However, he has been often seen neglecting his work duties

Miss Lisa also performs up to mark, but she is often seen perplexed and due to this, her work needs several improvements. She needs to focus on her personality development.

There are lots of personal development programs in which employees of the company should take part. In addition, the employee can tell if there is anything that prevents him from performing well.

To know more, you can contact me.

Regards,

Name of the sender