[Sender Name]

[Sender Designation]

[Company Name]

[Name of Recipient]

[Designation of Recipient]

[Recipient’s Department Name]

Date:

**Subject: Feedback Letter to Employee**

Dear Mr./Mrs.[name of Recipient],

On behalf of the management of [mention Company Name], I would like to appreciate the efforts that you are putting in as [designation of recipient]. Your devotion and dedication towards your work has improved the overall performance of your department as well as the organization as a whole.

I know that you have been facing a lot of work pressure for last six months but you have always managed to handle this pressure and dealt easily with every difficult situation.

I hope that you will continue to perform like this play and go on to play a vital role in the overall growth and development of the organization as a whole. All the best to you for the future.

Sincerely,

[Sender Name]

[Sender Signature]