

POPPD Feedback Letter Template 1

Date:

To Whom it May Concern:

On (date of pre-meeting), (name) and I engaged in a Pre-Meeting in order to discuss our scheduled observation. During this time, we discussed _____, _____, and _____.

When I observed (name)'s instruction on (date), I noted and observed ___(items clearly observed)____. It is evident that ___(extra items observed)____.

(Additional paragraph for concrete evidence from observation, connecting focus from pre-meeting)

During our post-meeting on (date), we revisited our discussion and expectations from our pre-meeting as well as the notes using the POPPD document during the observation. We agreed that (name)'s strengths are displayed in _____. In addition, we discussed areas that would benefit (name)'s instruction. In particular, we agreed upon the following area(s) (he/she/they) would like to explore for further instructional development: _____.

It was (adjective) collaborating with and learning from (observee's name) throughout our pre-meeting, observation, and post-meeting. I wish (him/her/them) the best in (his/her/their) teaching endeavors.

Sincerely,

Your Name (observer)