

Performance Appraisal for Logistics Team

Date: [Insert Date]

To: [Team Member's Name]

From: [Manager's Name]

Subject: Performance Appraisal Feedback

Dear [Team Member's Name],

As part of our annual performance review process, we have conducted a comprehensive analysis of the logistics team's performance over the past year. I would like to take this opportunity to provide you with feedback regarding your contributions and performance.

Performance Highlights:

- Achievement of quarterly targets consistently over the year.
- Improvement in delivery timelines and customer satisfaction ratings.
- Effective collaboration with other departments to streamline operations.

Areas for Improvement:

- Enhancing communication strategies for better team coordination.
- Focusing on continuous training for new logistics technologies.

Overall Assessment:

Your performance has been commendable, and your dedication to your role has not gone unnoticed. We appreciate your hard work and commitment to the logistics team.

We are excited to see how you will continue to grow and contribute to our success in the coming year. Please feel free to reach out if you would like to discuss this feedback further.

Best Regards,

[Manager's Name]

[Position]

[Company Name]