

Assessment of Shipping Department Performance

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Performance Assessment - Shipping Department

Dear [Employee's Name],

I hope this message finds you well. This letter serves as a formal assessment of your performance in the Shipping Department for the period of [insert relevant time frame].

Performance Overview

Your role in the Shipping Department is critical to the overall efficiency of our operations, and the results from this assessment are as follows:

- **Timeliness:** [Insert assessment of timeliness]
- **Accuracy:** [Insert assessment of accuracy]
- **Team Collaboration:** [Insert assessment of collaboration]
- **Customer Feedback:** [Insert summary of customer feedback]

Areas for Improvement

While your contributions have been valuable, there are areas that require attention:

- [Insert specific area for improvement]
- [Insert specific area for improvement]
- [Insert specific area for improvement]

Next Steps

We recommend setting up a meeting to discuss this assessment in detail, outline goals for the upcoming period, and address any concerns you may have.

Thank you for your hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

[Company Name]