

Performance Evaluation Critique

Date: [Insert Date]

To: [Distribution Team Name]

From: [Your Name/Your Position]

Subject: Performance Evaluation Feedback

Dear Team,

As part of our ongoing commitment to excellence, I am providing feedback on the recent performance evaluation for the distribution team. The following points highlight areas of strength as well as opportunities for improvement:

Strengths:

- Timely delivery of packages.
- Effective communication within the team.
- High customer satisfaction ratings.

Areas for Improvement:

- Enhancing coordination with the logistics department.
- Reducing error rates in order processing.
- Implementing a more efficient tracking system.

Overall, your efforts are greatly appreciated, and I encourage you to build on the strengths while addressing the areas for improvement. I am confident that with focused efforts, we can enhance our overall performance.

Thank you for your hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]