

Annual Review Feedback for Transport Team

Date: [Insert Date]

To: [Transport Team Leader's Name]

From: [Your Name]

Subject: Feedback for Transport Team Annual Review

Dear [Transport Team Leader's Name],

I would like to take this opportunity to provide some feedback on the performance of the transport team over the past year.

Strengths

- Exceptional coordination and communication during peak delivery periods.
- Consistent adherence to safety protocols and regulations.
- Demonstrated teamwork and support among team members.

Areas for Improvement

- Enhanced route planning to reduce delivery times.
- More frequent training sessions on new equipment.
- Improved tracking systems for better accountability.

Overall, I commend the transport team for their hard work and dedication. I look forward to seeing continued improvements and successes in the upcoming year.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]