

Performance Evaluation for Delivery Team

Date: _____

To: [Employee Name]

Position: [Employee Position]

Department: [Department Name]

Performance Review Period: [Start Date] to [End Date]

Dear [Employee Name],

As part of our commitment to continuous improvement and professional development, we have conducted a performance evaluation of your contributions to the delivery team. Below are the findings from your performance review:

Key Performance Areas:

- Timeliness of Delivery: [Rating / Comments]
- Quality of Work: [Rating / Comments]
- Team Collaboration: [Rating / Comments]
- Problem Solving Skills: [Rating / Comments]

Overall Performance Rating: [Rating]

Your overall performance has been [Excellent/Good/Adequate/Needs Improvement]. We appreciate your hard work and dedication to the team. The following goals are recommended for the upcoming evaluation period:

Goals for Next Review Period:

- [Goal 1]
- [Goal 2]
- [Goal 3]

Thank you for your contributions and commitment to excellence. We look forward to seeing your continued growth and success on the team.

Sincerely,

[Your Name]

[Your Title]

[Company Name]