

Annual Logistics Performance Appraisal

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: Logistics

From: [Manager's Name]

Subject: Annual Performance Appraisal

Dear [Employee Name],

As part of our annual performance appraisal process, I would like to take this opportunity to review your contributions to our logistics operations over the past year.

Performance Highlights

- Achieved [specific achievement or goal].
- Improved efficiency in [specific process].
- Demonstrated exceptional teamwork and communication skills.

Areas for Improvement

- Enhance skills in [specific area].
- Focus on [specific goal for the upcoming year].

We appreciate your hard work and dedication to your role. Your contributions are important to our success, and we look forward to your continued growth and development in the upcoming year.

Please feel free to reach out if you have any questions or if you would like to discuss your performance appraisal in further detail.

Sincerely,

[Manager's Name]

[Manager's Position]