

Logistics Performance Evaluation

Date: [Insert Date]

To: [Employee/Team Name]

From: [Your Name/Department]

Subject: Logistics Performance Evaluation for Annual Review

Dear [Employee/Team Name],

As part of our annual review process, we have conducted a thorough evaluation of the logistics performance over the past year. We appreciate your hard work and dedication in contributing to our operations.

Performance Metrics Overview

- On-time Delivery Rate: [Insert Percentage]
- Cost Efficiency: [Insert Percentage]
- Inventory Accuracy: [Insert Percentage]
- Customer Satisfaction Rating: [Insert Percentage]

Strengths

[List key strengths and areas of excellence observed during the evaluation.]

Areas for Improvement

[Identify specific areas where performance can be enhanced.]

Goals for Next Year

[Outline the goals and expectations for the upcoming year.]

Thank you for your efforts and contributions to our logistics team. We look forward to another successful year.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]