

Annual Performance Metrics Evaluation

To: [Recipient's Name]

From: [Your Name]

Date: [Date]

Subject: Annual Performance Metrics Evaluation for Logistics

Dear [Recipient's Name],

As part of our commitment to continuous improvement and operational excellence, we have conducted an annual evaluation of the performance metrics for our logistics operations for the year [Year]. Below are the key findings and insights:

1. Key Performance Indicators (KPIs)

- **On-time Delivery Rate:** [Percentage]% - [Comments]
- **Order Accuracy:** [Percentage]% - [Comments]
- **Inventory Turnover:** [Rate] - [Comments]
- **Cost per Shipment:** \$[Amount] - [Comments]

2. Strengths

[Highlight strengths in logistics performance]

3. Areas for Improvement

[Identify areas that need attention and proposed solutions]

4. Goals for Next Year

[Outline goals for the upcoming year]

We appreciate your hard work and dedication to improving our logistics operations. Please feel free to reach out if you have any questions or need further clarification.

Best regards,

[Your Name]

[Your Title]

[Company Name]