

# Performance Summary of Delivery Staff

Date: [Insert Date]

To: [Supervisor/Manager Name]

From: [Your Name/Position]

## Employee Details:

Name: [Employee Name]

Employee ID: [Employee ID]

## Performance Overview:

During the period from [Start Date] to [End Date], [Employee Name] has demonstrated the following key performance indicators:

- Overall delivery success rate: [XX%]
- Average delivery time: [XX minutes]
- Customer satisfaction rating: [XX%]
- Number of packages delivered: [XX]
- Incidents reported: [XX]

## Strengths:

[List of key strengths and positive contributions made by the employee]

## Areas for Improvement:

[List of areas where the employee can improve]

## Conclusion:

[Employee Name] has shown commendable performance in various aspects of their delivery duties. Continued support and training in the identified areas for improvement can enhance their overall effectiveness.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]