

Transportation Team Performance Feedback

Date: [Insert Date]

To: [Team Member's Name]

From: [Supervisor's Name]

Subject: Performance Feedback

Dear [Team Member's Name],

I hope this message finds you well. I want to take a moment to provide you with feedback regarding your performance within the transportation team over the past [insert time period].

Positive Highlights

- Excellent coordination of logistics for [specific task or project].
- Consistently meets deadlines and manages tasks efficiently.
- Strong collaboration with other departments to ensure smooth operations.

Areas for Improvement

- Increase attention to detail when handling documentation.
- Seek opportunities to enhance communication with team members.
- Consider additional training on [specific topic].

Overall, your contributions to the team are valued. I appreciate your hard work and dedication. Please take this feedback into consideration as we strive for continued improvement and success.

Let's schedule a meeting to discuss this feedback in more detail and explore any support you may need for your professional development.

Thank you for your ongoing efforts.

Sincerely,

[Supervisor's Name]

[Supervisor's Title]

[Company Name]