Team Member Contribution Record

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Contribution Record for [Team Member's Name]

Summary of Contributions

- **Project Name:** [Project Name]
- **Task:** [Task Description]
- **Contribution:** [Describe contribution]
- **Date of Contribution:** [Contribution Date]

Additional Comments

[Any additional comments or feedback regarding the contribution]

Next Steps

[Proposed next steps or follow-up actions]

Thank you for your attention to this record of contributions.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]