

# Sports Team Operations Staff Assessment

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Organization: [Organization Name]

From: [Your Name]

Position: [Your Position]

Subject: Staff Assessment for Operations Team

Dear [Recipient's Name],

I am writing to provide an assessment of the operations staff for the [Team Name] during the [Season/Year] schedule. This evaluation aims to highlight the strengths and areas for improvement within the team.

## Overview of Performance

- **Name:** [Staff Member's Name]
- **Role:** [Staff Member's Role]
- **Key Achievements:** [List key achievements]
- **Areas for Improvement:** [List areas for improvement]

## General Feedback

[Insert general feedback about the operations team, including collaboration, efficiency, and communication.]

## Recommendations

1. [Recommendation 1]
2. [Recommendation 2]
3. [Recommendation 3]

Thank you for your attention to this assessment. I am available to discuss any part of this evaluation in more detail.

Best regards,

[Your Name]  
[Your Position]  
[Contact Information]